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# GOVERNMENT GAZETTE

## BOLETIM OFICIAL

### SUPPLEMENT

(No. 2)

(SUPLEMENTO)

#### GOVERNMENT OF GOA, DAMAN AND DIU

Secretariat

#### ORDER

ES/EDN/1374

#### Planning and Social Services Department

Whereas it is necessary to establish rules for granting aid to the Secondary Schools, Colleges and other educational institutions, barring the primary ones (for which an Interim Grant-in-aid code has already been established by Order of the 29th of August 1962), in the Union Territory of Goa, Daman and Diu. Now therefore in exercise of the powers conferred upon me by clause 2 of the Goa, Daman and Diu (Administration) Removal of Difficulties Order, 1962, and notwithstanding anything to the contrary contained in any law, for the time being in force within this Territory, I make the following order:

These rules shall be called the Grant-in-aid Code for Secondary Schools, Colleges and other educational institutions, except the Primary ones, in Goa, Daman and Diu.

#### CHAPTER I

#### Definitions

(1) A Professional College is a College or a Department of a College in which students read for degrees or diplomas or a statutory University in Law, Medicine, Education, Agriculture, Commerce, Engineering or any other branch of technical or professional training.

(2) A first Grade College is a College in which students read a course prescribed by a statutory University for a degree in any of the faculties of the University.

(3) A Second Grade College is a College in which students read a course prescribed by a statutory University for an Intermediate Examination.

(4) A Secondary School is an institution which imparts general education which may be partly academic and partly vocational, suitable for pupils in the stage of adolescence. It does not include an Anglo-Indian School, which is subject to a separate code of regulations meant for such schools and which follows a separate syllabus leading to the Cambridge Overseas Examination.

(5) A Boys' Secondary School is a school in which boys form more than 70 per cent of the number of pupils.

(6) A Girls' Secondary School is a school in which girls form at least 70 per cent of the number of pupils, and in which due provision is made for instruction in special subjects suitable for the needs of girls.

(7) A co-educational school is one in which either the boys or girls are in a majority but the percentage of girls in respect of a school where boys are in a majority and of boys in respect of a school where girls are in a majority is more than 30 and where women constitute a reasonable percentage of the teaching staff, which makes satisfactory provision for the teaching of at least one subject specially suited for girls and which provides the necessary facilities and amenities for girls and women teachers.

(8) A Vocational Secondary School is a school which while providing for a substantial amount of instruction in academic subjects, imparts education in one or more vocational subjects, both in theory and practice.

N.B. — The Agricultural, Commercial, Technical and Multilateral (or Multipurpose, i.e., schools teaching more than two courses including the academic course) High Schools fall under this category.

(9) A Night Secondary School is one which admits no pupils below twelve years of age and which teaches the secondary school course for half the daily working hours of a day school to pupils, who are prevented by their daily avocations from attending day schools.

(10) A Special Institution in one which is not included among those defined in this Chapter and is meant either for children who undergo a special pre-primary course or for pupils who receive whole or part-time instruction in the

theory and/or practice of an Art, Trade or Profession or in which literature or language is studied or research work is carried out.

(11) A school for the handicapped is one which admits children or persons who have become defective by loss of sight, speech, hearing power, or are mentally deficient or have been incapacitated for education in ordinary schools and which provides instruction in academic and/or vocational subjects or a vocation only.

(12) A Training Institution is a College, School or a Class for training students for a teacher's career.

(13) The Department means the Department of Education Union Territory of Goa, Daman and Diu, unless otherwise stated.

(14) The Director means the Director of Education, Union Territory of Goa, Daman and Diu.

(15) The Educational Inspector means the Inspector in charge of administration and supervision of Primary, Secondary and Special Schools (including Primary Training Institutions) whether for boys or girls or for Men or Women.

(16) The Inspectress of Girls' Schools means an Inspectress in charge of general supervision of and inspection only of Girls' Schools and Women's Institutions of all types under the control of the Department in the region allotted to her.

(17) The Inspecting Officer means any officer of the Department to whom the duty of inspection of schools has been entrusted by competent authority.

(18) The Management means an Association or a body or a person or in the case of Government Institutions the Government Department concerned and in the case of schools managed by local bodies, a District Local Board or a Municipality, having general and/or financial control over an institution.

(19) The Head of an institution means the person in charge of the institution.

(20) A trained teacher is a teacher who has secured a professional certificate, diploma or degree recognised by the Department qualifying for a teaching post in educational institutions, or any other person as may be recognised as such by the Director of Education, provided the following conditions are fulfilled in his case on the date of publication of the Code:

- (i) He must be a graduate with 10 years of experience;
- (ii) A matriculate or one who have passed the S.S.C.E., with ten or more years of service.

## CHAPTER II

### Secondary Schools

#### SECTION I

#### Rules of Recognition

##### Rule 1. — Recognition

Secondary Schools may be admitted to recognition by the Department, provided they conform to the rules set forth hereinafter. Such recognition entitles the Management (1) to present pupils at public examinations, (2) to present pupils as candidates for scholarship examinations and to admit scholarship holders, and (3) to apply for grant-in-aid from public funds.

##### Rule 2. — Application for Starting and Recognition

(1) Application for starting a secondary school shall be made to the Director of Education at least 6 clear months before the commencement of the academic year. Information regarding accommodation, furniture and apparatus, staff proposed to be appointed, fee rates proposed to be charged and free-studentships proposed to be given, funds at the disposal of the management and willingness of the management to abide by the rules laid down by the Department, should be given in the application for permission to open a school. The application for starting a school shall also indicate whether the school will be in need of (i) a token grant in the first year of its recognition and (ii) a regular grant on the prescribed basis of the Department from the second year of its recognition. In no case should the institution be started unless the previous permission of the Department is obtained. No school started without such a permission will be considered for recognition. The Director of Education shall send a reply to the application for starting a school within 3 months from the date of receipt of application or the subsequent date on which complete information is received.

(2) Applications for recognition of schools must be made to the Director of Education within one month of the opening of the school in the form of application given in Appendix 1.

#### Rule 3. — Conditions of Recognition

Any school seeking recognition shall satisfy the Department as regards the following conditions:

(i) The school is actually needed in the locality and it does not involve any unhealthy competition with any existing institution of the same category in the neighbourhood.

(ii) The management is in the hands of a properly constituted governing body or managing Committee.

(iii) Its financial stability is assured.

(iv) Its premises are sufficiently healthy, well-lighted and ventilated, with due provision for the safety of the pupils and contain sufficient accommodation, furniture and appliances for the instruction and recreation of the pupils attending it, and separate and satisfactory sanitary arrangements are provided for girls in the case of boys' schools in which girls are admitted.

(v) The education imparted in the school is satisfactory in all respects and the teaching staff of the school is suitable and sufficient, in number and qualifications.

(vi) The school follows the curriculum approved by the Department.

(vii) Admissions made in the various Standards are according to the departmental rules and instructions.

(viii) Promotions made from standard to standard are according to the departmental rules and instructions.

(ix) The fee rates, the pay scales, allowances and other amenities are according to the instructions issued by the Department from time to time, or the Management undertakes to adopt the fee rates and pay scales and allowances laid down within the time specified by the Department.

(x) The school has adopted, or undertakes to adopt within the time specified by the Department, the Government Provident Fund Scheme and the rules regarding conditions of service approved by the Department.

(xi) The school maintains or undertakes to maintain as soon as possible the necessary registers and records in a proper manner.

(xii) The records, statistical returns and formal certificates given by the teachers or the management are trustworthy.

(xiii) The school undertakes to make provision to the satisfaction of the Department that the general rules of discipline as laid down by Government from time to time are duly observed by the teachers as well as by the pupils.

(xiv) The school undertakes to abide by such orders relating to any of the above conditions or to the working of the school or its hostel, as may be issued by Government either generally or in specific cases, from time to time.

The condition of the institution shall, under each of the above heads, be tested by thorough inspection.

#### Rule 3. — A

Managements of schools not in receipt of any grant-in-aid which fail to abide by the rules or orders of the Department already laid down or issued by it or that may be laid down or issued from time to time or to set right any irregularity etc., committed by them within the stipulated period, in spite of a specific warning to do so, shall deposit with Government such amount as may be prescribed by the Director with due regard to the merits of the case. The deposit shall be liable to be forfeited in full or partially if the action taken in abiding by the rules or in setting right irregularities etc., is, in the opinion of the Director inadequate or unsatisfactory or if similar breach of rules, irregularities, are committed thereafter. A fresh deposit to make up the forfeited amount or a larger amount will have to be given after the forfeiture of the previous deposit within a fortnight from the date of the Director's order to that effect. In case the school and the management are found to persist in their way in spite of these steps, the Department may proceed to derecognize the school partially or fully as may be considered necessary.

#### Rule 4. — Provisional and Permanent Recognition

Schools shall, for a period of 5 years, be recognised from year to year, provided they continue to fulfil the conditions of recognition. After this they would be eligible for permanent recognition.

#### Rule 5. — Opening of Higher Standards

(a) No recognised school shall teach a standard or standards higher than those for which it has been recognised, without the previous permission of the Director of Education. Application for the recognition of a higher standard or standards shall be submitted to the Director of Education not less than four months before the beginning of the school year in which it is proposed to open the higher standard or standards.

(b) No new division of a standard already recognised shall be opened, unless the school makes adequate provision for additional accommodation, staff and equipment, and without the previous permission of the Director of Education. The Director of Education must be immediately informed about the arrangements made for the new division; and the Management may be asked to close down such a division if the conditions for opening the standard are not fulfilled. Previous permission, however, will not be necessary in cases where the sole object of dividing a class is better internal organization.

Rule 6. — Maximum number of pupils in different Standards

The following shall be the maximum number of pupils to be admitted in each class in a school:

Standards V — VII .....	40
Standards VIII — XI .....	44

These limits will be subject to the following provisions:

(a) That the room in which a class is held shall provide the requisite accommodation for the number of pupils actually admitted at the rate of not less than 10 square feet per pupil;

N.B.—This limit of 10 square feet has been temporarily reduced to 8 square feet per pupil.

(b) That in addition to the number allowed above for a class of Standard XI, the Head may admit pupils who rejoin the school after failure at the Secondary School Certificate or any other public examination, provided that the number in the class does not exceed 54;

(c) Till such time as the dearth of class room space in the schools of this Territory is overcome, 10 extra students may be allowed in each class by the Directorate of Education, when deemed necessary.

N.B.—It will be obligatory on the schools to admit children and/or wards of Government servants on transfer, in excess of the prescribed limit at any time during the year, on the recommendation of the Director of Education, provided they are otherwise eligible.

Rule 7. — Channel of Correspondence

(i) Each recognised school should have a person who has been authorised by the managing body of the institution to act as a correspondent with the Department, and his name and address should be registered in the office of the Director of Education.

(ii) Any change in the name or the address of the correspondent should be reported to the same office, and in communicating with the Department, the correspondent should invariably address the Director of Education.

(iii) If no other person is authorised by the managing body of the school to be the correspondent, the Head of the institution will be regarded as its authorised correspondent. In matters of internal educational administration, however, the Department will correspond directly with the Head of the Institution concerned.

(iv) The Head of the school should be the ex-officio Secretary or Joint or Assistant Secretary of the Managing Committee and should have the right to attend the meetings, take part in the discussion and keep a record of the proceedings of such meetings. In the case of Managements conducting more than one school, the selection of such an officer may be made from among all the Heads.

(v) Recognised schools shall punctually supply the Department with such returns and information as may be required from time to time.

(vi) Schools shall also produce such material, documents, papers, etc., as may be required at the time of an inquiry by the Departmental Officers. The Department may retain such of the material produced by the School or by the pupils attending it as it may consider necessary.

Rule 8. — Purchase of books and stationery and contribution to funds

A school shall not make it obligatory on its pupils (i) to purchase stationery through a particular agency or to purchase any particular brand or make of stationery, (ii) to contribute to any fund such as a building fund, a School Day or Jubilee Celebration Fund or fare-well or birthday functions or (iii) to buy notes, questions and answers etc., printed by it or by any person, or by any other school for private circulation.

In case of national causes, funds can be collected by schools through pupils, purely on a voluntary basis, and in all such cases the schools shall intimate to the Director of Education the collections made by them and also the purpose for which the collection is made.

Rule 9. — Refusal of Recognition

When recognition is refused to a school, a copy of the order will be sent by registered post to the correspondent stating the reasons for which recognition was withheld. The management of the school, recognition to which is refused, may submit an appeal first to the Director and then to Government if the appeal is rejected by the Director, in both the cases within a month from the date of receipt of the order about refusal of recognition or rejection of the appeal by Director, together with copies or relevant correspondence. Appeals received after the prescribed time limit shall not be entertained.

Rule 10. — Withdrawal of Recognition

When a school, including a permanently recognised school, has ceased in the opinion of the Department to fulfil any of the conditions of recognition, recognition may be withdrawn from that school, provided that where recognition is to be withdrawn as a disciplinary measure, the Management will be allowed a full opportunity of explanation. In such a case, the management will be informed of the specific defects and called upon to explain, within a time limit to be specified by the Department, why recognition of the school should not be withdrawn. If the management is prepared to remove the defects, a reasonable time to be fixed by the Department will be allowed to the management to remove the defects. If the response of the management is satisfactory, recognition will be continued subject to such conditions and instructions as may be deemed necessary.

SECTION II

Admissions and Withdrawals

Rule 11. — Adherence to rules about admission and withdrawals

All recognised schools shall be required to adhere to the rules laid down in this section and those that may be laid down by the Department from time to time for regulating admissions and withdrawals of pupils.

Rule 12. — No refusal of admission because of caste, sex, etc.

No pupil shall be refused admission to an aided school merely on the ground that he belongs to a particular community, caste or religion.

Rule 13. — Application for admission

Every application for admission should be made to the Head of the school by the parent or guardian of the candidate either in person or by letter, if he/she is a minor, otherwise by the candidate himself/herself.

Rule 14. — Production of leaving certificate

No recognised school shall admit a pupil without a leaving certificate from the last recognised school which he has attended. If no leaving certificate is produced on the ground that the pupil has not previously attended such a school, a certificate to that effect should be obtained from the parent or guardian.

Note.—The form of the leaving certificate is given in Appendix 2.

Rule 15. — Supply of school rules to guardians

Before a pupil is admitted, the parent or guardian should be supplied with a copy of the school rules which should include the rates of fees charged and the prescribed rules of discipline. A statement should be obtained from the parent or guardian agreeing to abide by the rules.

Rule 16. — Admission of pupils without leaving certificate from the last school

If an applicant states that a leaving certificate from the last school attended has been refused to him, the Head of the new school, will intimate to the Head of the former school that the pupil seeks admission to his school and if within ten days he receives no satisfactory explanation of the omission to give a leaving certificate, he will be entitled to admit the pupil and report the circumstances immediately to the Director of Education, who will inquire into the case.

Rule 17. — Admission of children suffering from contagious diseases

No child suffering from a contagious disease shall be permitted to attend the school, until a medical certificate is produced that the child is free from infection.

**Rule 18. — Period of admission**

Admissions shall ordinarily be made within the first month of the school year. The Head of a school, however, may admit pupils after this period in special circumstances such as sickness, bereavement, transfer of guardian, etc. In all doubtful cases the permission of the Director of Education, should be obtained.

**Rule 19. — Entry in the General Register**

A pupil's name should not be entered on the General Register until the fees due are paid and he/she is formally admitted.

**Rule 20. — Admission of Girls to Boys' Schools**

(i) Only those girls may be admitted to Boys' Schools whose parents or guardians declare in writing that they wish to send their wards to a Boys' School in preference to a Girls' School in the locality.

(ii) Managements of Boys' Schools admitting girls must provide (a) separate sanitary arrangements and retiring rooms for girls and fulfil all the conditions laid down and (b) for the teaching of special subjects suitable for girls such as Music, Needlework, etc., if there is a sufficient demand, to the satisfaction of the Inspecting Officer.

(iii) There should be as far as possible one woman teacher on the staff for each unit of 40 girls in the school and special teachers for Music, Needlework, etc., in addition.

N. B. — Clause (ii) (a) above shall apply to all boys' schools (whether situated in localities where girls' schools exist or otherwise) admitting girls.

**Rule 21. — Admissions from other States**

(a) Admission of pupils from other States should be made only if the leaving certificate of the pupil is countersigned by the Inspector of Schools in that State. Such pupils shall be subjected to a test and then placed in the standard for which they are found fit. For the purposes of determining the equivalence of standards of that State, with those obtaining in this State, the top standards in both the States from which the pupils are sent up for the public examination at the end of the secondary course (such as the Matriculation or the S. S. C. Examination) should be regarded as on par and the equivalence of other standards determined accordingly.

(b) Pupils from other countries should not be admitted unless the Head Master satisfies himself by referring to appropriate authorities and the pupils possess the appropriate kind of visa covering the entire period of the course they want to study in the State. Such pupils shall also be subjected to a test before they are admitted and should produce the leaving certificate or other similar documents showing the stage of his or her study there, duly countersigned by the educational authorities of that country.

**Rule 22. — Admission of pupils to higher standards**

Except with the special sanction of the Director of Education, no pupil shall be placed in a standard higher than that for which his leaving certificate shows him to be qualified. If a pupil has not previously attended any approved primary school or a recognised secondary school or if he has previously attended such a school and left it for some time and seeks admission to a secondary school, he should be examined by the head of the school and placed in the standard for which he is found to be fit with the approval of the Director of Education.

**Rule 23. — Admissions from Unrecognised Schools**

(i) Admissions shall not be made on the strength of leaving certificates from unrecognised schools.

(ii) Applicants for admission from unrecognised schools, who have not attended any recognised secondary school, or an approved primary school should, on an affidavit being made by the parent or guardian before a magistrate (Stipendiary or Honorary) or a Justice of Peace be subjected to a regular written test in all the subjects and admitted provisionally by the Head Master of the school to the standards for which they are found fit, subject to confirmation by the Director of Education. The affidavit will clearly state the reasons why the pupil did not join any recognised secondary school or an approved primary school, the name of the unrecognised school and the standards attended and the subjects studied by him, the examinations passed, if any, and the persons with whom he stayed during three years previous to the date of the affidavit.

(iii) If an applicant from an unrecognised secondary school has previously attended a recognised school (secondary or primary) and seeks admission to a recognised secondary school, he should produce a leaving certificate, or a duplicate thereof, of necessary from the recognised school atten-

ded by him previously. His parent or guardian should be required to furnish an affidavit before a magistrate (Stipendiary or Honorary) or a Justice of Peace, and then the pupil should be subjected to a written test in all the subjects of the standard which he would have normally completed on the basis of one year, one standard from leaving the last recognised school and admitted provisionally to the standard for which he is found fit, subject to confirmation by the Educational Inspector. The affidavit should clearly state reasons for joining the unrecognised school, the name of the unrecognised school joined, the standard attended and subjects studied by him there and the examinations passed, of any and the person with whom he was staying during that period.

(iv) Cases falling under (ii) and (iii) above should be referred by the Head Master to the Director of Education immediately along with the affidavit, the result of the test, the question papers set and the answer scripts. (1) The affidavits and (2) the question papers and the answer scripts will be preserved by the school for 5 and 2 years respectively.

N. B. — The Head Master's report to the Director of Education will be in the form prescribed in Appendix 3 to this Code.

**Rule 24. — Entry of Birthdate**

The date of birth of the pupil according to the Christian Era shall be entered in the General Register in words and figures from the date given in the leaving certificate. In the case of pupils joining a recognised school for the first time, the parent or guardian shall produce a birth certificate from Civil Registration Office, which should be entered in the General Register along with the date of birth. In the case of pupils coming from unrecognised schools but who have previously attended a recognised school the leaving certificate of the last recognised school attended by them should be obtained and the birth date given in the leaving certificate entered in the general register.

**Rule 25. — Scrutiny of Leaving Certificate**

If in a leaving certificate the Head of a school suspects any unauthorised addition or alteration before or after a pupil is admitted, the fact should be immediately reported to the Director of Education, and if the pupil has not already been admitted, he should not be given admission until a reply is received. If such a pupil has already been admitted, the case reported to the Director of Education and no decision has been received from him, the pupil should be provisionally allowed to appear for the annual examination, but his result should not be declared without getting specific orders from the Educational Inspector in the matter.

**Rule 26. — Application for Leaving Certificate**

Every application for a leaving certificate shall be made in person or in writing by the parent or guardian or the candidate, if major. Leaving Certificates should be issued without unnecessary delay.

**Rule 27. — Rustication of pupils**

Pupils will be liable to be rusticated for such period as the Director may direct or otherwise punished in the following and similar cases:

- (i) Pupils who are found to have secured admission or attempted to secure admission by means of false or forged leaving certificates or by false representations of any kind;
- (ii) Pupils in whose case it has been found that the entries in the leaving certificates have been tampered with;
- (iii) Pupils who have been found to be guilty of fraud or malpractices in connection with any public examination; and
- (iv) Pupils who are found guilty of gross misconduct.

**Rule 28. — Refusal to Issue a Leaving Certificate**

Either refusal to issue a Leaving Certificate without adequate justification or delay of over one week in issue of the certificate or in giving a reply explaining why it cannot be issued, may entail penal action against the school, consisting of cut in grant or withdrawal of recognition. The only ground on which a leaving certificate may be refused is (i) non-payment of fees due or (ii) rustication by the Director. In the case of rustication, no leaving certificate shall be issued until the expiry of the period for which the Director has debarrd the pupil from admission to a recognised school.

**Rule 29. — Fees to be charged for Leaving Certificate or other Certificates**

No fee shall, in any circumstances, be charged for a leaving certificate, if asked for within two years from the date of leaving a school, or from the date of the result of the Secondary School Certificate Examination/the examinations of the



Department of Technical Education in the case of students who have appeared for that examination. After this period a fee of Rupee 1 may be charged. A fee of Rupee 1 may also be charged for a duplicate copy of the leaving certificate or a certificate of birth date or an extract from the register.

#### Rule 30. — Validity of a Leaving Certificate

No leaving certificate is valid unless it is on the form prescribed in this Code (Appendix 2) and is signed by the Head of the school himself.

#### Rule 31. — Entry of birthdate in the Leaving Certificate

Entries regarding the date of birth according to the Christian Era and the standard in which studying in columns 4 and 10 of the Leaving Certificate, should be made both in figures and in words. These entries shall be in manuscript and not typewritten.

#### Rule 32. — Entry of Examination Results in the Leaving Certificate

A note to the effect that a pupil has been promoted or detained shall be entered in the Remarks column of the leaving certificate.

#### Rule 33. — Admission to the Vocational High School from ordinary schools

No pupil coming from an ordinary secondary school or a vocational school should ordinarily be admitted to a standard higher than Standard VIII in a Vocational High School or an ordinary secondary school. In special cases, migration will be allowed with the permission of the Director of Education from an ordinary secondary school to a Vocational Secondary School or vice-versa in Standard IX, but in no case above that standard, provided that the necessary additional coaching in the portion and/or practicals of the subject not studied by the pupils in Standard VIII of the course concerned is given by the school in Standard IX to bring the pupils to the level of the class.

### SECTION III

#### Examinations and Promotions

##### Rule 34. — Provision for testing pupils

Every school should make proper and satisfactory provision for testing the attainments of pupils from time to time in the various school subjects, and should keep a proper record of the results of the same in respect of all pupils. The record should be available for inspection by the Inspecting Officers.

##### Rule 35. — Progress Books

A progress book should be maintained for each pupil, in which his progress at the examinations held by the school from time to time, his progress in studies from month to month, his monthly attendance, fee receipts and remarks about his conduct, health and special interests, if any, should be recorded. This book should be sent to the parent or guardian for perusal and signature at regular intervals, preferably every month.

##### Rule 36. — Promotions

Promotions from one standard to another should be made at the end of the school year. The year's record of work both curricular and co-curricular should be taken into account along with the results of the annual examination for the purpose of promoting a pupil to a higher standard. This record should not, however, come in the way of a pupil's promotion if he has done really well in the annual examination. Subjects should not be classed as major and minor. For the purpose of evaluating the progress of a pupil, the subjects should be divided into four groups as shown below and a pupil should ordinarily pass separately in these groups:

- (a) The language group (mother-tongue, Hindi, English and the Classical languages);
- (b) Social studies (History, Geography and Civics);
- (c) Mathematics and Science;
- (d) The rest (Art and Craft, Physical Education, etc.).

Schools should frame their own rules in the light of these principles and get them approved by the Director.

##### Rule 37. — Accelerated Promotions

A pupil should not be examined in the studies of a standard higher than the one in which he is entitled to be placed without the previous permission of the Director of Education. Accelerated promotions should not ordinarily be given except in case of pupils of exceptional calibre or advanced age, and should not be granted beyond the ninth class, and in any case not without the previous permission of the Director of Education.

#### Rule 38. — Retarded pupils

Managements of schools may arrange, with the permission of the Director of Education for the special instruction of backward or retarded pupils of their own school who are unable to cope with the day to day work in the class. The number of pupils in such special classes should not ordinarily exceed 15 and the time one hour per day. No pressure should be exerted on guardians to send their wards to these classes and the desire of the guardian concerned should in each case be ascertained before admitting a pupil to such a class.

Fees may be charged for such special instruction, but they should not exceed the amount required to meet the necessary expenditure on additional remuneration to teachers working in the class. A separate account of the receipts and expenditure of these special classes should be maintained which should be open to inspection by the Department. Expenditure on such instruction will not be admissible for Government grant.

### SECTION IV

#### Curriculum and Text Books

##### Rule 39. — Curriculum

The recognised Secondary Schools are required to follow the Syllabuses laid down by the Department from time to time. The Department will, from time to time, prepare and publish suitable curricula and syllabuses for the use of the various types of secondary schools and managements of schools will have the freedom within the general frame work of the Departmental curricula to adopt variations made to suit local condition and requirements, provided that such variations are brought to the notice of the Director of Education and are duly approved by him.

Note. — While making their choice of the alternative or optional subjects, Managements are expected to give due consideration to the special needs of their schools; for example, the Managements of girls' schools are expected to select such optional subjects as are appropriate for girls.

##### Rule 39-A

All Secondary Schools recognised by the Department and teaching the top Standard shall send up pupils for the Secondary Schools Certificate Examination of the Board to which they are affiliated. In case, such schools teach through a language which is not accepted by the affiliating Board as a medium of examination, they may be permitted by the Director to send up their pupils for similar examination outside the Territory.

##### Rule 40. — Adoption of alternative curricula

Managements of schools may adopt alternative curricula with the previous sanction of the Department, provided such curricula conform generally to the main objectives underlying the Departmental curriculum.

##### Rule 41. — Text-Books

(i) No recognised school shall use text-books or atlases other than those sanctioned by Government or by the Director of Education. The books prescribed by the Secondary Schools Certificate Examination Board should be used in Standard XII only. The heads of secondary schools are free to prescribe any suitable books for supplementary reading subject to the general instructions of the Director of Education. For subjects and standards for which there are no books on the sanctioned list, schools may use any suitable books with the previous approval of the Educational Inspector concerned. Applications for such approval must be made to the Educational Inspector at least 3 months prior to the commencement of the school year in which the books are to be used and must be accompanied by copies of unsanctioned books proposed to be used. The Educational Inspector shall give his decision regarding the books for which approval is sought within one month of the receipt of application and the books.

(ii) No text-books once introduced shall be changed before the expiry of three years without the previous permission of the Director of Education.

(iii) No recognised school shall use keys, notes, guides, cram books, annotations, or such other books containing questions and answers on text-books, or reprints of examination question papers with model answers which encourage cramming.

##### Rule 42. — Religious Instruction

(1) No religious instruction shall be provided in any educational institution wholly maintained out of State Funds.

(2) Nothing in clause (1) shall apply to an educational institution which is administered by the State but has been

established under any endowment or trust which requires that religious instruction shall be imparted in such institution.

(3) No person attending any educational institution recognised by the State or receiving aid out of State funds shall be required to take part in any religious instruction that may be imparted in such institution or to attend any religious worship that may be conducted in such institution or in premises attached thereto unless such person or, if such person is a minor, his guardian has given his consent thereto in writing, in either of the forms A or B as the case may be, given in Appendix 4 to this Code.

(4) No school shall use a school function or festival like a gathering, a prize-distribution, a celebration in connection with a saint or a great man, school day, etc., for preaching any religion or for other religious purposes.

(5) The time spent by pupils on religious teaching or observance in any school or college recognised by the State or receiving aid out of State funds should not be deducted from the prescribed period of the curriculum which should be fixed on educational considerations alone.

(6) The expenditure on religious instruction in any educational institution recognised by the State or receiving aid out of a State funds will not be admitted for purposes of Government grant.

(7) The inspecting Officers of the Department may, during the course of inspection, visit classes where religious instruction is given in school premises with a view to seeing that the above conditions are being fulfilled.

#### Rule 43. — Home work

Secondary schools should provide for suitable, efficient and systematic assignments in home-work with the object of encouraging self-reliance and there should be a separate home-work time-table for each standard. Home-work should be suited to the capacities of the pupils and the requirements of the standards, and should not be of such a character as would impose physical or mental strain on the pupils. Home-work should consist of assignments for reading and study as well as written work and the written work set should be carefully examined. The amount of Home-work should not ordinarily exceed one hour's work up to Standard VII and two hours in higher standards. It should not ordinarily exceed one hour's work for part-time courses and two hours for full-time courses in vocational and technical schools.

### SECTION V

#### Health of School Children

##### Rule 44. — Health and Physical well being of Children

The health and physical well being, being the primary foundation of all education, it is essential that the utmost care should be taken to see that whatever mental and physical work the pupil does in and outside the class room does not hamper the full development of his health and strength. Managements of schools should give due attention to the following:—

(i) Children should be taught the proper posture for sitting, reading and writing.

(ii) The class furniture should be such as would allow proper posture for children.

(iii) This school work should be arranged in such a way that children get suitable intervals for rest and games and for the mid-day meal or refreshment, and the class time-tables should be so prepared as to avoid mental and physical fatigue or strain.

(iv) Physical exercise and games should be appropriate for boys and girls passing through the stage of adolescence. They should not be conducted immediately after meals.

(v) Children should be taught the right way to cross streets and to avoid vehicular traffic.

##### Rule 45. — Medical Inspection

(a) The routine medical examination of pupils should be held on entry into a secondary school and thereafter at or about the 14th year of their age and finally in the top standard before the pupils concerned leave the school.

(b) In the case of children who are found defective in health at the routine medical inspections, reinspection should be undertaken after a reasonable period and where possible medical treatment should also be given to them.

(c) In addition to the routine medical examination height and weight measurements should be taken at regular intervals of not less than six months and recorded in the form of graphs by the teacher and any pupil showing material variation from normal progress should be brought to the notice of the Medical Officer concerned and his case reported to the parent or guardian for necessary treatment.

(d) A statement containing a record of the medical examination of a pupil should be attached to the leaving certificate when the pupil leaves the school.

(e) A record of the medical examination of every pupil should be maintained according to the form prescribed by the Department (vide Appendix 5).

### SECTION VI

#### Fees, Free-studentship, etc.

##### Rule 46. — Rates of Tuition Fees

(i) The following standard rates of tuition fees for the lowest and highest standards are prescribed. The fee rates should be gradually increased from standard to standard:—

For the Lowest Class	For the Highest Class
Rs.	Rs.
5	8

(ii) Schools shall obtain specific sanction from the Director of Education for adopting fee rates higher than the standard rates, in any case not exceeding one and a half times higher than the prescribed rates. In the case of schools situated in backward areas or attended mainly by poor children, and in other deserving cases, schools shall obtain specific sanction from the Director of Education to charge fees lower than the standard rates of fees.

(iii) In the case of night schools the minimum fee rates should be fixed at half of those prescribed for Secondary Schools of the area concerned.

##### Rule 47. — Term Fees

(1) Schools shall not charge separate fees for drawing, physical education, supply of water, library, etc., which are normal items of school expenditure. They may, however, charge a consolidated term fee up to Rs. 4/- to meet the expenses on incidental and extra items such as medical inspection, school-magazine, examination expenses, contribution to athletic associations, school functions and festivals, inter-class and inter-school tournaments, etc.

N.B. — These rates will be applicable to all schools irrespective of the actual tuition fees being charged by them.

(ii) The term fee shall be charged only twice in a year. It may, however, be collected in suitable instalments.

(iii) Schools shall on no account derive more income from this source than they propose to spend during the year.

(iv) The amount of this term fee should be at the disposal of the Head of the school. A separate account of receipts and expenditure should be maintained and surplus carried over to the next year.

(v) Schools that have large surpluses left over from term fees shall be required to reduce their term fee rates during the subsequent year.

(vi) The expenditure on such items as are more or less concerned with the social life of the school should only be met from the term fee income. The expenditure on these items shall not be admissible for grant-in-aid.

(vii) Separate accounts of term fees shall be open to inspection by the Inspecting Officers, who will ensure that all the above conditions are rigidly followed by the schools.

(2) The following is the list of items on which the expenditure should be met from the term fee only:—

(i) Medical Inspection.

(ii) School Magazine.

(iii) Examination expenses, i.e., the printing of question papers and the supply of answer books if there is a sufficient balance.

(iv) Contribution to Athletic Associations.

(v) School functions and festivals.

(vi) Inter-class or inter-school tournaments.

(vii) Radio and its license fee.

(viii) Games, major and minor.

(ix) Newspapers.

##### Rule 48. — Free-studentships

(i) All Secondary Schools are expected to award at their own cost about 5 per cent free-studentships to poor and deserving pupils. There will be no limit to this number. Government, however, will not compensate the schools for loss of fee income thus incurred.

N.B. — Free-studentships given out of the income of a specific fund, donation, or trust shall not be regarded as free-studentships at the school's own cost.

(iii) With a view to ensuring an equitable and wider distribution of concessions in fees, Managements may allow reduction in fees to poor and deserving pupils, provided that the help given to an individual pupil amounts in no case to less than half of the tuition fee.

(iii) In addition to the provision made in Clause (i) above, free-studentships shall be granted to the sons and daughters of full time teachers, including Headmasters, studying in any of the secondary schools conducted by the managements employing these teachers.

In respect of full time lady teachers, this concession is available only to her own children, i. e., children born to her and not for children born to her husband from other wives. Ordinarily step children of male or female teachers will not be eligible for free studentships under this clause except in cases where they are solely dependant upon the teachers.

#### SECTION VII

##### School Terms, Holidays, School Hours

###### Rule 49. — School Terms

(1) The arrangements of school terms should be as under:—

(i) First term from 5th June to 11th October.

(ii) A three weeks' break generally from about the 16th October to 6th November, but to be shifted, when necessary, to fit in with the Diwali festival.

(iii) Second term from the 3rd November to 22nd April, with a mid-term break from the 24th December to 2nd January. Schools may, however, have this break in January if they find that month more convenient for camping and similar activities.

(iv) Summer vacation from the 28th April to 4th June.

The annual examinations should begin about the 4th April and the results declared before the schools close for the summer vacation.

The dates given above are approximate only. In practice, schools should reopen for the new academic year around the 5th June, the actual date in any year being fixed so as to coincide with the Monday nearest to the 5th June. The last working day of the preceding academic year should be fixed so that a vacation of 6 weeks is available up to the re-opening date in the new year.

(2) During term time, schools may observe as holidays the Public Holidays notified for the District concerned and in addition, at their discretion, not more than ten Holidays to suit local festivals etc.

In order to secure uniformity in dates of opening of schools, vacation, etc., the Director of Education will fix uniform dates for all schools and issue orders to the effect in good time before a school year begins. Changes, if any, to suit the local conditions, may, however, be allowed with the previous permission of the Director of Education.

###### Rule 50. — Holidays

(i) The maximum number of holidays including vacations in all schools should in no case, exceed 95 days. This number does not include half holidays and Sundays in the school terms.

(ii) Every school shall send, at the beginning of the school year, a list of the holidays and vacations to be observed in the school to the Director of Education.

###### Rule 51. — School Hours

(i) Every school should meet, ordinarily for six hours and impart education for five hours daily, for five days in the week, with due provision for a long and a short recess.

(ii) On one day in the week, schools will meet between two to three hours with due provision for recess.

(iii) In the hot weather, schools may meet for less than six hours in the morning, but should provide education for not less than four hours.

###### Rule 52. — Shift System

To meet the difficulty of accommodation, schools may be allowed as an emergency measure by the Director of Education to work in two shifts in the following circumstances:—

(i) There is no other secondary school of the same type in that locality which can conveniently accommodate such pupils.

(ii) Arrangements are made in both the shifts for proper administration and supervision.

(iii) Permission to adopt the shift system will be given only for a year and may be continued only with the specific sanction of the Director of Education.

(iv) Teachers who work in two shifts, putting about 21 hours work per week in one session and 2 hours or more work per day in another session shall not be eligible for

doing any private tuition. The time devoted to work in a shift, in addition to the normal duties of 21 hours per week in one session, will be taken as a set off against the permissible limit of 2 hours per day for private tuition.

(v) Hours of instruction per week to be put in by these schools will be the same as in the case of schools not working in shifts.

#### SECTION VIII

##### Principles of Discipline

###### Rule 53. — Principles of Discipline

Heads of schools should see that the following principles of discipline are observed:—

(i) Regularity and implicit obedience are exacted in the school.

(ii) Politeness and courtesy of speech and conduct as well as cleanliness of dress and person are inculcated.

(iii) Pupils are made to realise that they are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported or observed objectionable conduct out of the school on the part of the pupils should make them liable to disciplinary action.

(iv) Parents are given to understand that they cannot dictate to the managements and that the managements have a right to say on what conditions they will admit or retain pupils in their schools provided such conditions are in conformity with the Grant-in-aid Code and the instructions issued by the Director.

(v) Pupils may attend political meetings outside school hours and outside school premises but not take active part in them.

(vi) Pupils over the age of 18 may become members of a political party or of an organisation allied to a political party other than a party whose policy and programme are unconstitutional or involve the use of violence or the dissemination of ideas of communal disharmony or of violence. They should, however, always conform to the rules of discipline of institutions to which they belong.

(vii) Any pupil who is persistently insubordinate or is repeatedly or wilfully mischievous, or is guilty of gross malpractice in connection with examinations or of unauthorised alterations in leaving certificates, or who, in the opinion of the Headmaster, has an unwholesome influence on his fellow pupils, may be removed from the rolls with the permission of the Director. The removal may be temporary or permanent, according to the gravity of the offence.

#### SECTION IX

##### Staff

###### Rule 54. — Maintenance of adequate staff

The teaching staff of the school should be adequate and well qualified having regard to the size of the school, the alternative course provided and the optional subjects taught therein. Too many and/or too frequent changes in the staff militate against the efficiency of the school and should, therefore, be avoided.

Schools shall, therefore, maintain the necessary staff on a permanent basis as far as possible. Schools found discarding this directive and persisting in appointing teachers on a temporary basis from year to year will be liable for penal action.

All posts substantively vacant or substantively created must be generally filled by substantive appointments or appointments substantively on probation.

###### Rule 55. — Deputation of Teachers for training

Managements of schools should depute teachers for training courses for various types in accordance with the requirements of the school. Reasonable expenditure on the deputation of teachers deputed by a school for undergoing a training course approved by the Department will be admitted for grant.

###### Rule 56. — Obtaining training qualifications by untrained teachers

An untrained teacher should acquire training qualifications within a period of 5 years.

###### Rule 57. — Minimum age for employment

No recognised school should employ a teacher who is under 18 years of age.

###### Rule 58. — Appointment of Headmasters

The Management of a school should give very careful consideration to the question of filling the post of the Head of a school and should appoint only the best qualified and

most competent person among those available for appointment to this post.

Managements should make the appointments of Heads only on probation for a year in the first instance and communicate full particulars on their account to the Director of Education. No Head of a school shall be confirmed without the approval of that officer.

The person to be appointed as the Head must have at least five years' teaching experience in secondary schools except in special cases where the rule may be relaxed by the Director at his discretion. In such cases, Director's previous approval must be obtained for the relaxation.

While making the appointment of Headmaster the managements should give due consideration to the claims of the senior and qualified teachers already working in the school and unless the seniormost of the staff is unsuitable for the Headmaster's post, due to tangible reasons, his claims should not be set aside.

#### Rule 59. — Proprietors Working in Schools

No proprietor or any of his relatives will be allowed to work either as a Head of a school or as an assistant master in the school unless he has the requisite academic and professional qualifications.

#### Rule 60. — Appointments of two heads

Managements of schools with more than 20 classes may appoint two Heads with separate duties allotted to each of them.

#### Rule 61. — Appointments of Supervisors

Schools with more than 10 classes may appoint one or more Supervisors below the Headmaster with the previous approval of the Director of Education. Appointments of Supervisors should be regulated in the following manner:—

(a) Number of Supervisors. — It is not obligatory on schools to appoint supervisors, but where the Management intends to appoint them, their number should be fixed as under:—

(i) School with more than 10 classes. One Supervisor for 10 classes or part thereof (excluding the first 10 classes) but not exceeding 4 Supervisors in all.

(b) Qualifications. — (i) Teachers with only the following qualifications should be appointed Supervisors.

(A) Teachers with five or more years' service after obtaining the B. T. degree.

(B) Teachers with ten or more years' service after obtaining the S. T. Certificate or the Teachers' Diploma (T. D.).

(ii) No under-graduate teacher should ordinarily be appointed as a Supervisor.

#### Rule 62. — Place of untrained teachers

An untrained teacher other than a specialist teacher should not be appointed permanently in any recognised school. Special cases of teachers of outstanding merit, who may not possess the necessary academic and/or professional qualifications, should be referred for approval to the Director of Education.

#### Rule 63. — Qualifications-Trained Teachers

A teacher will be considered as trained if he possesses any of the following professional qualifications:—

##### A—For Graduate Teachers.

1. The B. T. degree of the statutory Universities situated in any state of India.

2. The T. D. of any of the statutory Universities situated in India.

3. The S. T. Certificate of any State Education Department.

4. The Diploma in Education given by Graduates Basic Training Centres.

5. Any other degree, diploma or certificate which Government may sanction as equivalent to the above.

##### B—For Under-graduate Teachers.

1. The teaching diploma of any of the statutory Universities situated in any State of India.

2. The S. T. Certificate of any State Department of Education.

3. The Primary Teachers' Training Certificate.

4. Any other equivalent Diploma or Certificate approved of by the Department.

##### C—For Drawing Teachers.

A Drawing Teacher's or Drawing Master's Certificate or an Art Master's Certificate.

##### D—For Craft Teachers.

A certificate of having completed the special course in craft run by the Director of Technical Education of any State of India or any other equivalent approved course with a minimum duration of six months.

##### E—Language Teachers (Persian, Arabic, etc.).

##### For Graduate Teachers:—

1. The B. T. Degree of the statutory Universities situated in any State of India.

2. The T. D. of any of the statutory Universities situated in India.

3. The S. T. Certificate of any State Education Department in India.

4. Any other degree, diploma or certificate which Government may sanction as equivalent to the above.

N. B.—Any graduate or matriculate teacher with ten years or more teaching experience on the date of publication of this code may be deemed trained by the Director of Education.

### SECTION X

#### Conditions of Service

N. B.—The Service Condition Rules including the rules governing the termination of employment given in this section apply to both full-time and part-time teachers and the non-teaching staff employed in non-Government Secondary schools except—

(i) That the requirement of professional qualifications will not hold good in the case of the non-teaching staff who will be treated as permanent for all purposes on completion of two years' service; and

(ii) That as the non-teaching staff belongs to the non-vacation department, they will not be held eligible for any kind of vacation concession provided for the teaching staff.

#### Rule 64. — Appointment

For every appointment of a teacher there shall be an application and a letter of appointment in the form prescribed in Appendix 6. The letter of appointment must be accompanied by a statement giving the terms of employment and conditions of service.

#### Rule 65. — Categories of Teachers

(i) Teachers may be (a) permanent or (b) non-permanent. Non-permanent teachers are either (1) temporary or (2) on probation.

(ii) A temporary teacher is one who is appointed to a temporary vacancy for a fixed period.

(iii) In the case of a permanent vacancy, a teacher should ordinarily be appointed on probation for some definite period, not exceeding 2 years, after which he will be made permanent, provided he is trained and his work is found satisfactory. In the event of unsatisfactory work of behaviour during the probationary period for which written warnings were given to him, the teacher's services may be terminated after one calendar month's notice.

A teacher, who has completed two years of service, who is professionally qualified and who has not been given any warning, etc., in writing, for unsatisfactory work or behaviour during the probationary period of two years, will be treated as permanent by the Department for the purposes of termination of service and leave though the management has not confirmed him.

(iv) No teacher on probation will be made permanent unless he is trained, and no untrained teacher will ordinarily be retained in service for more than 5 years.

#### Rule 66. — Vacation Pay

Teachers, who have served in a school for 3 and 4 months in the first and second term respectively, will be entitled to the October and Summer vacation salary, provided they were not serving in a purely temporary vacancy, such as leave, deputation, a temporary post created for a specific period, etc. In cases not falling under the proviso in the preceding sentence, the teacher will have to be paid in addition to the vacation salary for the gap between the date of relief and the date of beginning of the vacation also, if the Educational Inspector is satisfied that the relief was intentional.

Services of a teacher should not be terminated in the middle of the school term except on serious grounds such as misbehaviour, immoral conduct, etc.



A notice of discharge should not be served during or immediately after the vacation and in such cases if the teacher is otherwise entitled to the vacation salary, he should be paid, in addition to the vacation salary for the prescribed notice period in lieu of proper notice.

#### Rule 67. — Provident Fund

Every teacher, who is a probationer or who has been made permanent, shall subscribe to the Provident Fund according to the rules prescribed by the Department.

#### Rule 68. — Rules of Discipline

All teachers shall be subject to the general rules or discipline and conduct laid down by Government from time to time and such other rules and instructions not repugnant to the general rules prescribed by Government as may be issued by the Management.

#### Rule 69. — Private work and extra-curricular activities

All teachers shall, during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the school, and shall make themselves in all respects useful to the school, and shall not, on their own account or otherwise, either directly or indirectly, carry on or be concerned in any trade or business, without having first obtained the permission of the management.

In addition to the ordinary school work, teachers may be required to participate in co-curricular and corporate activities of the school including social education.

#### Rule 70. — Hours of Work and Attendance

(1) The full-time teachers should be present on the school premises for 30 hours in a week, exclusive of daily recesses.

(2) The teachers should do actual teaching work for a minimum period of 21 hours per week, exclusive of the recess period, and should utilise the remaining time for extra-curricular activities, etc., of the school.

(3) The Head of the school should have discretion to reduce the teaching work of teachers in higher classes and increase the teaching work of those in lower classes by two periods, not exceeding one and half hour, per week, provided the average of 21 hours per teacher is not affected thereby.

(4) Provision should, however, be made for a fair and equal distribution of work to all teachers as far as possible.

#### Rule 71. — Obtaining permission for absence

No teacher shall ordinarily absent himself from his duties without first having obtained the permission of the Head of the school. In the case of an emergency, when he is unable to obtain the necessary permission beforehand, he should intimate to the Head the reasons of his absence immediately.

#### Rule 72. — Leave

(1) Leave cannot be claimed as of right. Discretion to refuse or revoke leave is reserved to the Head of the school or the Management as the case may be.

(2) Casual leave may be given in special or unforeseen circumstances up to a maximum period of 15 days in the academic year subject to the condition that ordinarily not more than seven days' casual leave can be enjoyed at a time, to be extended to ten days only in exceptional circumstances. When a Sunday or public holiday (s) immediately precede (s) and/or follow (s) casual leave, the Sunday and/or the public holiday (s) should not be treated as part of casual leave. Sundays and holidays interposed between two periods of casual leave should, however, be treated as part of casual leave. Casual leave can be prefixed or suffixed to vacations with the previous permission of the Management.

(3) (a) Half pay leave to the extent of 15 days in the case of peons and other employees in Class IV service and 20 days in the case of employees in other than Class IV service, for each completed year of service may be granted to permanent employees on private affairs or on medical certificate from the Civil Surgeon or a Registered Medical Practitioner named by the management.

(b) Commuted leave not exceeding half the amount of half pay leave due may be granted to permanent employees only on medical certificate from the Civil Surgeon or a Registered Medical Practitioner named by the management, subject to the following conditions:—

(i) Commuted leave during the entire service shall be limited to a maximum of 180 days in the whole service;

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due; and

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 180 days.

Provided that no commuted leave may be granted, under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

(4) Extraordinary leave may be granted to an employee in special circumstances when no other leave is by rule admissible or when other leave is admissible but the employee applies in writing for the grant of extraordinary leave. Except in the case of a permanent employee the duration of extraordinary leave shall not exceed three months on any one occasion. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(5) (a) Maternity leave may be granted to female employees who have put in more than one years service for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier. In the case of those female employees, who have put in less than two years's service before commencement of the maternity leave, the leave may be granted on half pay and in other cases it may be on full pay.

(b) Maternity leave shall not be debited to the leave account and leave of any other kind may be granted in continuation of maternity leave, if the request for its grant be supported by a medical certificate.

Note.—Leave under this rule is admissible in a case of miscarriage and abortion.

(6) The earned leave admissible to permanent teaching and non-teaching employees in respect of any year in which they are prevented from availing themselves of the full vacation is in proportion to the following periods as the number of days of vacation not taken bears to the full vacation.

(a) to an employee in other than IV service 30 days; and  
(b) to an employee in class IV service—

- (i) 15 days during the first 10 years of service;
- (ii) 20 days during the next 10 years of service;
- (iii) 30 days thereafter.

Provided that such an employee will cease to earn such leave when the earned leave due amounts to—

(i) 120 days in the case of employee in other than class IV service; and  
(ii) in the case of an employee in class IV service—

- (1) 60 days during the first 10 years of service;
- (2) 90 days during the next 10 years of service; and
- (3) 120 days thereafter.

(7) Any kind of leave except casual leave under these rules may be granted in combination with or in continuation of any other kind of leave.

(8) Non-permanent employees will not be entitled to any leave with pay other than casual and maternity leave. A non-permanent employee when appointed substantively to a permanent post will be credited with the leave which would have been admissible if his previous continuous duty had been duty as a permanent employee.

(9) (i) An employee on full pay leave, is entitled to leave salary equal to greater of the amounts specified below:—

(1) the substantive pay on the day before the leave commences, or

(2) (a) in respect of the first 60 days of the leave, the average monthly pay earned during the 12 complete months preceding the month in which the leave commences; and

(b) thereafter the average monthly pay earned during the 36 complete months preceding the month in which the leave commences.

(2) An employee on half pay leave is entitled to leave salary equal to half the substantive pay or half the amount specified in clause (ii) of sub-rule (1) above, whichever amount is greater.

(3) An employee on commuted leave is entitled to leave salary equal to twice the amount admissible under sub-rule (2) above.

(4) An employee on extraordinary leave is not entitled to any leave salary.

#### Rule 73. — Private Tuition

(a) Heads of schools may be permitted to give guidance to their pupils, occasionally, outside school hours, if absolutely necessary, without any remuneration, but they should not undertake any regular private tuition even without remuneration. Head Masters may, however, be permitted to undertake the following three items of work:—

- (i) Lecturing in Secondary Teachers' Certificate classes;
- (ii) Working as guides for post-graduate research (with approval of the University); and

(iii) Working as part-time lecturers in Colleges or in the Postgraduate Departments of Universities provided the work is undertaken with the consent of the management, the work involved is small and does not interfere with their regular work in the school or with their presence in the school for the requisite period and that generally their legitimate work is not allowed to suffer in any manner.

(b) No teacher should do private tuition for more than two hours in a day or teach more than five pupils during his whole period of tuition in the day. The expression «five pupils» means the same five pupils and not batches of pupils.

(c) Every teacher must obtain the previous permission of the Head of the school before he undertakes any tuition. He should also submit to the Head of the School at the end of every month a statement showing the names of the pupils to whom he has been giving tuition, the period per day for which he is giving tuition each day, the standards in which they are studying and the amount of remuneration received.

(d) No teacher will be allowed to conduct directly or indirectly any coaching classes to prepare pupils for the internal or external examinations of Secondary schools. When the number of pupils taking private tuition from a teacher for internal or external school examination, exceeds five, it shall be deemed to be a coaching class.

(e) The Head Master should maintain a Register of private tuitions given by teachers in the school showing the names of pupils, the standards in which studying, and the remuneration for each tuition in respect of each teacher month by month. This register should be signed by the teachers concerned and the Head Master should furnish copies of the register every three months to the Educational Inspector/Inspectress of Girls School/D. T. E. This register must also be produced before the Inspecting Officer at the time of the inspection or when required.

(f) Except as provided in clauses (g) and (h) below, school buildings or any part thereof or of the premises should not be allowed to be utilised for private coaching classes.

(g) (i) Hindi teachers in secondary schools may be allowed by the Head of schools to teach Hindi outside school hours on the following conditions:—

- (a) The Hindi classes are conducted by an association which is recognised for the purpose by the Director;
- (b) Students attending these classes are not charged a fee in excess of Rs. 2 per month;
- (c) The remuneration paid to the teachers on this account does not exceed Rs. 600 per year; and
- (d) The time which the teachers spend in teaching in these classes will be set off against the limit of two hours of private tuition which has been prescribed under the general orders, but there should be no limit to the number of students a teacher may teach.

(ii) School buildings may be allowed to be used for the accommodation of such Hindi classes.

(h) (i) Sanskrit teachers in secondary schools may be permitted by the Director of Education to conduct special classes for the recognised Sanskrit Examination in the State on the following conditions:—

- (a) The class is meant for preparing *bona fide* students for recognised Sanskrit Examinations;
- (b) The time and the place of the class is made known to the Director of Education and the class is open for inspection at any time;
- (c) Students attending these classes are not charged a fee in excess of Rs. 2 per menses each;
- (d) The remuneration paid to any teachers does not exceed Rs. 600 per year; and
- (e) The time, which the teachers spend in teaching in these classes, will be set off against the limit of two hours of private tuition which has been prescribed under the general orders, but there should be no limit to the number of students a teacher may teach.

(ii) School buildings may be allowed to be used for the accommodation of such Sanskrit classes.

#### Rule 74. — Termination of Employment

(1) The service of a non-permanent teacher may be terminated by the management at any time without assigning any reasons after giving one calendar month's notice.

(2) The service of a permanent teacher may be terminated by the management on giving 12 months' salary (pay and allowances, if any) to the teacher if he has been in the service of the school for 10 years or more than 10 years and 6 months' salary (pay and allowances, if any) if he has been in the service of the school for less than 10 years. The management shall immediately inform the Director of Education

of the action regarding the discharge of and payment made to such a teacher. The Director of Education shall satisfy himself that the payment to the teacher was made forthwith. In cases falling under this rule no teacher should be relieved by management without previous payment or the prescribed compensation and failure to do so may entail such larger cut or other penal action regarding the grant-in-aid payable to the management as the Director of Education may consider appropriate.

(3) In all other cases of the termination of services of permanent teachers, a regular charge sheet shall be given to the teacher concerned and a proper enquiry held by the management. During the enquiry the teacher shall be given an opportunity of furnishing a written statement as well as of leading evidence if any. In case the teacher does not present himself before the Enquiry Committee after due notice, ex-parte decision will be given which will be binding on the teacher.

(4) If after such an enquiry, charges of insubordination, neglect of duty or mis-conduct (in each case of a serious nature) are proved, the teacher may be dismissed forthwith without any notice whatsoever.

(5) It shall be competent for the management to suspend the teacher during the course of the enquiry, but the teacher shall be given full pay and allowances if any, during the period of suspension.

(6) Teachers, against whom a regular enquiry is held and who are not held guilty of insubordination or neglect of duty or misconduct (in each case of a serious nature) but who are otherwise regarded as unsuitable for retention in service as a result of the enquiry shall be given 'three months' notice. However, in case the management wishes to discharge such a teacher immediately, he shall be given three months salary (pay plus allowances, if any) in lieu of such notice.

(7) In all cases in which termination of service is resorted to after enquiry, the findings of the enquiry and the reasons for the termination of the service shall be recorded and a copy sent within a week to the Director of Education, and a copy also sent by registered post acknowledgment due at the authorised address of the teacher, which the teacher should be required to register in the school before he is relieved.

(8) The teacher shall be free to make an appeal to the Director of Education against the order of termination of service under (4) and (6) above, provided it is filed within 15 days of the actual receipt or of refusal to receive by registered post of the copy of the order of termination of service. Before giving his decision, the Director of Education, will cause such an enquiry as he may consider necessary to be made through the Educational Inspector or the Inspectress of Girls' Schools, as the case may be, and the decision of the Director of Education shall be final. Enquiries should be held and completed as quickly as possible and in any case the period, within which an appeal should be disposed of, should not exceed three months from the date on which the appeal is preferred to the Director of Education. If for any special reasons, the enquiry is likely to take a longer time, the Director of Education should submit a report to Government giving reasons for the delay and obtain an extension of time for disposing of the appeal. However, in no case the period should exceed six months.

(9) Failure to carry out orders of the Director of Education in appeal may entail such penal action regarding the amount of grant payable to the management as the Director of Education may consider appropriate. The penalty in such cases should ordinarily not exceed the amount of 6 or 12 months' pay as under rule 2 according to the length of the teachers' service.

(10) In cases of reduction of establishment owing to the reduction in the number of classes or a fall in the number affecting the income of the school, managements may terminate the services of a permanent teacher after giving three months' notice. In such cases, the principle of seniority shall ordinarily be observed but if for any special reasons, this principle is proposed to be departed from by the management, they shall obtain the prior approval of the Director of Education. The Director of Education shall in all such cases be bound to give his decision within one month of the receipt of the reference. If posts retrenched are revived or additional posts are created within one year from the date of any retrenchment as above, the permanent teacher or teachers retrenched shall be given the first opportunity of rejoining service in the school and he/they shall be restored to his/their original position in pay and seniority. If no written reply is received from any teacher within a fortnight from the date of acknowledgment or refusal to receive by post of such offer made by registered post A. D., by the management, the latter shall be free to fill the post or posts otherwise. For this purpose the retrenched teachers shall register their addresses in the schools before they are relieved.

(11) Management shall not delegate to any subordinate authority, other than the principal executive committee of the general body in the case of a registered Society, power to dismiss or reduce the pay of any teacher. The power to impose any other penalty may be delegated at the discretion of the management to the Head Master subject to such limitation as the management may consider desirable.

(12) The expenditure incurred by the management on payment of compensation under clause (2) above, salary (pay plus allowances, if any) in lieu of notice period under clauses (1), (6) and (10) above or salary (pay plus allowances, if any), for the notice period during which a teacher does not actually serve, i.e., the period after he quits actual service under clauses (1), (6) or (10) should not be held admissible for purposes of Government grant except in cases where the discharge of the teacher is at the instance of Government.

(13) No teacher shall leave service without giving a calendar months' notice in the case of non-permanent teachers and 3 months' notice in the case of permanent teachers. A teacher giving notice during the vacation or at the beginning of the school year shall not be entitled to vacation pay.

#### Rule 75. — Application for another post

If a teacher serving in a school wishes to apply for a post elsewhere, he shall forward his application for the post through the Head of the School. In the case of a Head of a school such application shall be forwarded through the proper school authorities. The application will be forwarded by the authority concerned, promptly, with due regard to the urgency of each case and in any case within a week from the date of the receipt of the application. Advance copies of such applications shall not be submitted by the persons concerned and no school shall appoint an employee of another school unless his application is received through the Head Master of the latter school.

#### Rule 76. — Discharge Certificate

The Management shall give a Discharge Certificate to a teacher who leaves service after due notice or to a teacher whose services are terminated, provided the latter asked for such certificate (vide Appendix 7). If the Discharge Certificate is refused, reasons for such refusal shall be given in writing within two weeks of the application for such a certificate. No teacher with previous service in a school shall be re-employed unless he produces a Discharge Certificate or gives satisfactory reasons for not possessing the same.

#### Rule 77. — Submission of Representation

All representations of whatever nature from a teacher in connection with his employment or in connection with his school to the school authority or to the Department shall always be addressed through the Head of the school.

#### Rule 78. — Corporal punishment and Political Activities

(i) Corporal punishment shall on no account be inflicted in any recognised school by a teacher including the Head Master and in any hostel attached thereto or controlled directly or indirectly by the management of the school.

(ii) Subject to the rules and regulations relating to their conditions of service, teachers may attend political meetings and become members of, or take an active part in the activities of any political party other than a party whose policy or programme is unconstitutional or involves the use of violence or the dissemination of ideas of communal disharmony or of violence.

(iii) Teachers shall not engage in political activities while on duty or on school premises.

(iv) The head of an institution shall ordinarily decide whether the policy or programme of any political party offends against the limitations prescribed in clause (ii) above. Government may either of its own accord or on a reference from the head of an institution declare that the policy or programme of a political party is such as to come within the limits imposed in clause (ii) above.

#### Rule 79. — Superannuation

(1) A secondary school teacher shall normally retire at the age of 55. No school can fix this age below 55.

(2) The Management of a secondary school may grant to teachers in its service extensions up to the age of 60. The Director of Education may, however, on the basis of inspections made to the schools ask that any teacher between 55 and 60 who, in his opinion, is physically unable to discharge his duties properly, be retired, and the management shall comply with such order, subject to the Director of Education's view as to the teacher's physical incapacity being confirmed by a medical examination.

(3) If a Management, for any reasons desires to give extension to a teacher in its employ beyond the age of 60, it should obtain the previous permission of the Director of Education who shall grant such extension for a period not exceeding one year at a time on the merits of the case and subject to the teacher being physically and mentally fit. No teacher who has completed the age of 65, shall, however, be continued in service under any circumstances.

(4) The age of superannuation, as prescribed above, shall not apply to honorary workers or life member-teachers not in receipt of remuneration. The Director of Education should, however, satisfy himself that no life member of a society or honorary worker who has reached the age of 55 and who is physically and mentally unfit or otherwise not in a position to do the teaching work satisfactorily continues on the teaching staff. The Director of Education will be competent to call upon a Management to make suitable alternative arrangements for filling such post within a prescribed time, which shall not extend beyond the end of the academic year. This rule shall not apply in the cases of teachers, who are designated as life-members of Societies but are in receipt of regular pay and allowances according to the scales prescribed by the Department or subsistence allowance and other facilities. They shall be governed by the rules applicable to the teachers in general.

(5) Managements shall not make any appointments on contract that will defeat the provisions of these orders.

(6) The cases of part-time teachers and special teachers like teachers for Drawing, Music, Craft, etc., who are treated on a par with other teachers in respect of service conditions, etc., shall also be governed by these rules.

(7) No person, other than a retired teacher from a Government or non-Government educational institution, who has already attained the age of 55 years, shall ordinarily be employed as a secondary school teacher. Retired teachers from Government or non-Government educational institutions may, however, be re-employed by non-Government secondary schools or training colleges, provided they are physically and mentally fit. The employment of such retired persons shall be subject to the provisions mentioned in rules (2) and (3) above and such other terms and conditions not in contravention of these rules and the general service conditions as may be mutually agreed upon between the employer and employee. Such re-employed persons will not, however, be eligible for the departmentally prescribed scales of pay and allowances, etc., and to the Government aided Provident Fund Scheme.

(8) All doubtful cases shall be referred to the Director of Education, for clarification.

(9) No teacher shall ordinarily have a right of appeal against an order passed in pursuance of the provisions of the above rules. A management or teacher aggrieved by an order passed by the Director of Education under these rules can appeal to the Lieutenant Governor within 30 days of the order complained of. A copy of the order complained against must invariably accompany such application. The decision of the Lieutenant Governor in appeal shall be final.

(10) Teachers will not be entitled to any notice for their relief after their attaining the age of superannuation or after the expiry of the period for which extension or re-employment has been granted.

### SECTION XI

#### Records and Registers

##### Rule 80. — Records and Registers to be maintained

Every school shall maintain and produce at the time of inspection or visit the following records and registers:—

- i) A general Register in the form prescribed in Appendix 8.
- ii) Attendance Registers for all standards in the form prescribed in Appendix 9.
- iii) Leaving Certificates received from other schools.
- iv) Counterfoils of Leaving Certificates issued to pupils.
- v) Service Books of school employees, vide Appendix 10.
- vi) Register of attendance and leave to employees.
- vii) Register of private tuition of teachers.
- viii) Records of pupils' attainments or examination results and health records of pupils.
- ix) Register of dead stock.
- x) Laboratory and library registers.
- xi) Daily cash-book.
- xii) Ledger showing receipts and expenditure, including separate account for term fees.
- xiii) Fees account book.
- xiv) Provident Fund Account Register.
- xv) Vouchers.
- xvi) Confidential reports on teachers, vide Appendix 11.

- xvii) Discharge certificates received from teachers employed.
- xviii) Answer books of the annual examination.
- xix) Record of the pupils admitted with test.
- xx) Head Master's log book.

## SECTION XII

## Inspection of Schools

## Rule 81. — Schools and Hostels open to inspection

All recognised schools and hostels maintained or controlled by them directly or indirectly shall be open to inspection by the officers of the Department at all times. They will be inspected periodically or every year, with or without notice to the management. The Inspection Officer will satisfy himself that the condition of the school is satisfactory and that it fulfils the Code requirements as well as those that may be laid down from time to time. In addition to regular inspections, the schools shall be open to visits, with or without notice.

## Rule 82. — Supply of information by schools

Managements of schools shall supply to the Director of Education or to the Educational inspecting officer such statements and information as may be required for purposes of inspection.

## SECTION XIII

## Grants-in-aid

## Rule 83. — Kinds of Grants

Schools are eligible for the following kinds of grants which may be paid at the discretion of the sanctioning authority:—

- (i) Maintenance Grant;
- (ii) Equipment Grant;
- (iii) Building Grant; and
- (iv) Such other grants as may be sanctioned by Government from time to time.

Moneys annually granted from public funds for aiding secular education in the Territory of Goa, Daman and Diu are administered under the control of the Director in accordance with the conditions set forth in these rules.

The payment of grants to schools will be subject to the proviso that the requisite budget grants are sanctioned by the Government. Notice of the probable reduction in any year will be given as soon as possible after the budget grants are passed and such reduction will continue in force until the notice is modified or cancelled.

Proprietary schools (i.e., schools not registered under either the Societies Registration Order dated 29-8-1962, Societies/Registration Act 1860, or any other Law, Order or Act, etc., that may be specified by Government), will not be eligible for any kind of grant from public funds.

Note: As most of the schools in Goa, are proprietary schools and as, during the transitional period (year 1963-1964), it is necessary to give them enough time to organize themselves into societies and to secure registration, the Director of Education is empowered to give them the time limit, he may deem necessary for the purpose in view, during which period the grants will not be withheld.

Meanwhile the Director of Education, will ensure, through the Inspectors that the grants assigned are properly made use of by schools.

## Rule 84. — Maintenance Grant

Subject to funds being available all Secondary Schools (excluding Vocational Secondary Schools which are governed by rule 86) and Night Secondary Schools, recognised in the previous official year will be eligible for maintenance grants on their total admitted expenditure at the rate of 50%.

The rate of grant in this rule is of maximum grant admissible to schools. The maximum grant thus admissible will be paid to those schools only which satisfy in all respects the conditions enumerated in the rules laid down in this Code. Failure to satisfy the Department in regard to any of these conditions will entail a proportionate reduction of the maximum grants. The Director's decision as to whether the conditions are fulfilled in any case is final. New schools may be considered by the Director at his discretion for the payment of token grants during the first year of their recognition, provided necessary funds are available.

## Rule 85. — Additional Discretionary Grant

In addition to the maintenance grants mentioned in the above rule, the Director may sanction at his discretion out of savings, if any, in the sanctioned budget provision, additional grants not exceeding five per cent of the admitted expenditure to selected schools, deserving special considera-

tion and help. Necessitous schools, schools finding themselves in deficit with normal grants, girls' schools in small towns and secondary schools in backward area will be generally considered for these additional discretionary grants.

## Rule 86. — Grants to Vocational and Technical Schools

(a) Vocational Secondary Schools excluding Technical High Schools will be eligible for maintenance grants at 45 per cent of their admitted expenditure and non-recurring equipment grants at the rate of 50 per cent of the admitted expenditure of their vocational standards only, i.e., Standards VIII to XI.

(b) Technical High Schools and Institutes maintaining a large and expensive Mechanical or Electrical Workshop or laboratory and requiring specialised equipment and catering for a diploma or a higher certificate, will be eligible for grant-in-aid at the rate of 50 per cent of their admitted expenditure or the difference between the local assets and total authorised or approved (recurring) expenditure, whichever is less, subject to the general conditions laid down in this Code.

## Rule 87. — Applications for Registration for Grant-in-aid

Schools desirous of grant-in-aid at the prescribed percentage from the Department must apply in the form given in Appendix I of this Code to the Director of Education at least 6 months before the commencement of the official year in which the school is to receive the grant. Schools once taken on the list of aided schools will continue to get grants-in-aid from year to year so long as they continue to fulfil the conditions of recognition and to observe the other rules and instructions issued by the Department from time to time. Schools desirous of token grants in the first year of their recognition shall also apply in the form given in Appendix I of this Code to the Director of Education, by the 1st January of the year.

N.B. — For the grants pertaining to the academic year 1963-1964, applications will have to be forwarded within the period of 15 days after the publication of the present grant-in-aid code, in the Government Gazette (Boletim Oficial).

## Rule 88. — Grants paid in instalments

Aided schools of not less than 5 years' standing may be given maintenance grants in 3 instalments by the Director of Education to enable them to meet their expenses. Schools with a standing of less than 5 years may also be given the grants in such instalments with the sanction of the Director. Second and third instalments of the grant will not be paid until a copy of the audited statement of accounts of the school has been submitted.

N.B. — When the accounts of recognised institutions in receipt of grant-in-aid from Government are audited by a Registered Accountant/Accountants, the audit reports shall be forwarded by the institutions concerned every year, through the Controlling Officer and the Director of Education to the Director of Accounts, Goa, for his review and it would be open to the Director of Accounts to give such instructions as may be necessary to the Registered Accountant/Accountants in regard to the audit.

## Rule 89. — Assessment of grants

Memos, of inadmissible expenditure will be supplied to managements of schools within a fortnight after the inspection and their representations, if any, will be duly taken into account by the Director of Education before fixing their admissible expenditure and assessing grants thereon. The managements who have to make any representation shall do so within a fortnight from the date of receipt of the memo, failing which the representations are liable to be rejected.

## Rule 90. — Salary grants

Normally the grant paid in any year is the grant for that year and will be based on the direct expenditure incurred during the previous year and admitted for purposes of grant. But if a school has been established to meet an urgent demand or under peculiar difficulties, grants may be awarded subject to further adjustment during the first two years assessed upon the probable expenditure of each year. Such grants shall not exceed one-half of the actual cost of the teaching staff likely to be incurred for the year and will be payable quarterly or half-yearly as may be required by the management.

## Rule 91. — Submission of Bills

The Director of Education will intimate to the Management the amount of grant sanctioned for the school, and the latter will forward a bill for the said amount. Grants will



be liable to lapses, if not claimed within one month of the date of the intimation received from the Director of Education, and in any case before the 31st March of the year for which the grant is sanctioned.

#### Rule 92. — Surpluses

A surplus of ten per cent of the total expenditure of the school for this year will be considered as approved and authorised, which the Management may lay by as a reserve fund and utilise for recurring as well as non-recurring expenditure from time to time. Any surplus over and above the ten per cent will be treated as unapproved, and an equivalent amount from the maintenance grant will be deducted.

Managements of schools which give satisfactory reasons may be allowed by the Director to have a surplus at a higher percentage in excess of 10 per cent without any reduction in the grant of the school concerned.

The total expenditure in this context will include all reasonable and bona fide expenditure, whether admissible for a Government grant or not, but it must not include any expenditure which is directly or indirectly not related to the school.

#### Rule 93. — Reserve Fund

Schools will not be allowed to build up reserve funds out of the approved surpluses exceeding their total expenditure for six months. Where such surpluses exceeding their total normal expenditure of the school for six months, no grant-in-aid will be paid to the school for the year. This does not, however, apply to the Reserve Fund or a part of the reserve fund built up of donations, subscriptions, etc.

Schools which are in urgent need of a school building and which accumulated a saving for a building prior to the introduction of this Code will be allowed on application by the Director to credit it to the reserve fund meant for the building provided the schools satisfy all other conditions regarding pay, allowances, etc., and in such cases they will be allowed to accumulate the reserve fund up to a years' expenditure instead of six months.

#### Rule 94. — Reduction in Grants

Grants may be reduced by the Director after due warning given to the Management if it is found that the provisions of the rules laid down in this Code are not duly maintained and that the school has deteriorated in general efficiency. In a case, however, of a breach of an instruction or an order issued by the Department or an infringement of the provisions of a rule or rules in the Code, which, in the opinion of the Department, is of a serious nature, the grant may be reduced or withdrawn without any previous warning. Also in cases of gross mismanagement and serious deterioration in standard of efficiency and discipline, the grants are liable to partial reduction, or total withdrawal without any previous warning.

#### Rule 95. — Average Attendance for Grant

Except with the special permission of the Director no grant will be paid for any secondary school standard with less than an average daily attendance of 15 pupils.

#### Rule 96. — No Grants to Schools charging Higher Fees

Schools charging tuition fees at rates higher than one and half times the rates prescribed for their areas are not eligible for grant-in-aid of any kind.

#### Rule 97. — Physical Education Grant

Approved expenditure on physical education will be admitted for maintenance grants.

#### Rule 98. — Drawing Grants

No special grants will be given on expenditure on Drawing, such expenditure being considered for the maintenance grants. The «result grants» which are based on the results of Drawing examination will, however, continue to be paid by the Inspector of Drawing and Crafts work in accordance with the orders of Government issued from time to time.

### SECTION XIV

#### Building Grants

##### Rule 99. — Purpose

Building grants may be given to managements of schools in aid of erecting, purchasing, enlarging or rebuilding school buildings.

##### Rule 100. — Rates

A grant of money may be made not exceeding one-fourth of the total expenditure in the case of ordinary secondary schools, or one-half of the total expenditure in the case of vocational high schools (including hostels and workshops attached to them). It is not to be assumed that maximum grants will always be given. Each case will be considered on merits having regard to the funds available for the purpose.

In calculating the total expenditure, building materials, or labour may be taken into calculation at such a valuation as Government may be pleased to fix.

##### Rule 101. — Application

Applications for building grants must be made in the prescribed form. (vide Appendix 12) to the Director. They will ordinarily be considered according to priority of receipt, but the Department reserves to itself the fullest discretion in disposing of them, with due consideration for the requirements of various schools and localities, and according to funds available.

##### Rule 102. — Limit of maximum cost

The following maximum limits of costs per pupil intended to be accommodated and likely to be secured have been fixed for the purposes of building grants to secondary schools:

	Maximum limit of cost per pupil Rs.
(a) For each pupil in Standard V to Standard IX of Secondary Schools	200
(b) For each pupil in the two upper standards of schools teaching the full Secondary course.	300

N. B. It should be noted that the above limits refer to the cost of building only and do not cover the cost of land.

##### Rule 103. — Requirements of Building Grants

Before a building grant is sanctioned, Government must be satisfied —

(i) that the means relied upon have actually been raised and are available, a declaration to this effect being appended to the application;

(ii) that the building is intended for, and will be devoted to, secular educational purposes, and that it is suited as to site and character for the requirements of the locality where it is designed to build it;

(iii) that the plans, estimates and specifications are satisfactory, for which purpose a certified copy of the same must be forwarded with the application, to be submitted thereafter for the report of the Public Works Department where it will be finally recorded;

(iv) that the title of the managements to the site on which the building is to be erected is good and in order; and

(v) that the building will be constructed within a fixed time if the grant is given.

##### Rule 104. — Production of Documents of Title

In order to show the title of the Management, all the required documents according to the prevailing law should be furnished to the Education Department:

The management shall also furnish a correct description of the property, its survey numbers and boundaries, and a map showing it and the adjoining properties and the position of any buildings on it.

If a person professes to be acting for an association, corporation, society or other body of persons, following will also be required:

(ix) A copy of the memorandum and articles of association or rules and regulations of the body on whose behalf he professes to be acting so far as they relate to holding and dealing with immovable property, the receipt of grants-in-aid and the execution of deeds, or any other documents authorising him to acquire the property on its behalf;

(x) His authority (if any) to receive the grant and execute the trust deed on its behalf;

(xi) Information whether the Association, etc., is registered and if so, when, where, and under what Act; and

(xii) The title deed vesting the property in the association, etc. In any complicated case, or where there may be a doubt as to the validity of the title of the Management, the latter are recommended to avail themselves of adequate legal assistance in placing their title properly before the Legal Adviser to Government, and if necessary, rectifying their title.

Note. All documents of title shall, if the grant is sanctioned, be retained by Government who shall be entitled to the possession thereof.

**Rule 105. — Commencement of Building Construction**

A building for which an application for a grant is to be made, is not to be commenced until the plans (including the site plan) and estimates have been approved in writing by the authorities of the Educational, the Sanitary and the Public Works Departments.

**Rule 106. — Agency for the construction of buildings**

The construction of buildings by a private agency shall be permitted up to any amount subject to the following conditions:

(1) That the plans and estimates are approved by the authorities of the Public Works, the Education and the Sanitary Departments;

Note. The permission of the Public Works Department concerned should be obtained if the cost does not exceed Rs. 10,000. In other cases the sanction of Government is necessary.

(2) That no deviations in the sanctioned plans are made without the previous permission, in writing, of the Public Works Department; and

(3) that the authorities of the Public Works Department who approve the plans are satisfied as to the competency of the private agency by which the work is to be carried out.

Note. As regards buildings in which reinforced concrete is used, they shall not be entrusted to a private agency except in places where there are contractors who specialise in this kind of work.

**Rule 107. — Production of a Valuation Certificate**

A grant shall not be paid unless the Director of Public Works Department certifies that the work for which it is claimed is in accordance with the approved plans, is in good condition, and is, to the best of his knowledge and belief, of a certain value, the amount of grant actually to be given depending on the value of the building as estimated by him.

**Rule 108. — Grants for Sites**

A grant of money may be made for the purchase of a site in the sale proportions as for building grants in Rule 100, provided that, subject to such additions and alterations as the Educational Department may direct, the conditions specified in this Section for building grants shall apply mutatis mutandis to grants for the purchase of sites. If a site required for a building belongs to Government, it may be granted free, or else its estimated value may be recovered from the grantee, less the amount of a money grant calculated as above.

**Rule 109. — Execution of Trust Deed**

No portion of a building grant shall be paid to the management of a school, unless and until they execute or agree to execute a trust deed or an agreement, as the case may be, in accordance with the requirements of the next following rule. If, however, the building is erected on a site already covered by a trust deed a receipt may be sufficient.

**Rule 110. — Execution of an Agreement**

If the total amount of the building grant does not exceed Rs. 5,000 and the building is in the opinion of the Director of such a description that it is not worth while requiring the executing of a trust deed, the Director may accept from the management a written agreement undertaking:

- (a) to maintain the building in proper repair;
- (b) to manage the school in accordance with the rules and regulations of the Education Department;
- (c) to keep the school open for inspection by the Department;
- (d) to use the building as a school devoted to secular education and not to loan it to any political body for purposes of meeting, propaganda, etc.;
- (e) to keep the building insured in the names of the management and the Government of Goa, Daman and Diu jointly subject to the provisions of rule 111; and
- (f) in the event of default being made by the management in any of the preceding conditions to repay on demand by the Director the aggregate amount of all building grants made by Government in respect of the school.

In every other case the management shall execute a trust deed in such form as shall from time to time be approved by Government, either generally or specially in this behalf, embodying conditions regarding—

- (g) the construction and maintenance of the building;
- (h) the insurance of the building subject to the provisions of rule 111;

(i) the times at which and the instalments in which the building grant shall be paid;

(j) the management and inspection of the school; and

(k) Such other matters as Government thinks necessary. Provision shall also be made in every trust deed that in the event of default being made by the management in the performance of any of the conditions thereof;

(l) the building grant, on so much of the same as shall not yet have been paid, shall lapse;

(m) the aggregate amount of the building grant or grants from time to time advanced by Government for the school shall be repayable to Government and except in cases where the site is granted by a private person on condition that it should revert to him in the event of the site ceasing to be used for a school or on any other conditions which precludes a transfer to the Government of Goa, Daman and Diu.

(n) for the purpose of recovering any moneys so due, Government may enter upon and take possession of and sell the building; and

(o) the building site, if granted by Government may be resumed by it, and the building, if any, standing thereon may be entered upon and taken possession of by Government and may be used or disposed of by Government at its discretion, for educational purposes, or if it shall appear expedient to Government, for any other purpose.

Every such trust deed shall be prepared at the charge of the management by the Legal Adviser to Government.

Note. With reference to (f) and (m) above, if Government is satisfied that the school was closed through no default of the management, account may be taken of any depreciation in the value of the building after expert revaluation, which will take account of the state in which the building has been maintained by the management, and a proportionate reduction may be made in the amount to be claimed from the management. If the Government grant extends to the acquisition of a site, account may be taken, after expert revaluations of any enhancement in the value of the site, and the proportionate share in such enhancement may operate as a set off, either total or partial, against the reduction to be made in the refund due in respect of the grant for buildings.

**Rule 111. — Insurance of building**

Buildings in respect of which a building grant has been given must be insured, irrespective of their value, for a sum representing the value of all work above the plinth level, including flooring, in the name of the school management and the Government of Goa, Daman and Diu jointly, provided that it shall not be necessary to insure a school building if the Public Work Department certifies that in its opinion the risk of fire is not sufficiently great as to render insurance desirable.

**Rule 112. — Other Building Grants**

In addition to building grants as aforesaid Government will consider applications for grant-in-aid of building colleges, boarding houses, laboratories, libraries, observatories, school workshops or gymnasia or for providing playgrounds, provided that funds are available, and subject to such of the foregoing conditions as may be declared applicable by the Department, or to any other that may be imposed. Grants made under this rule are exceptional, and Government are not pledged to give any fixed proportion but will deal with each case on its merits and subject to financial consideration.

**Rule 113. — Loans**

Applications for loans for the construction and/or extension of school buildings and/or purchase of sites for school building and/or playground fields, on certain conditions to be laid down from time to time will be considered by the Director of Education if funds permit. For details, the school should approach the Department of Education.

**SECTION XV****Equipment Grants****Rule 114. — Eligibility**

Expenditure on school equipment such as school furniture, library, laboratory workshop, audio-visual and other teaching aids including equipment on craft, etc., will be shown under ordinary expenditure for the year and will be admissible for maintenance grant, provided it is up to the limit of 12 per cent of the total direct expenditure (exclusive of expenditures on equipment). Expenditure on equipment exceeding this limit will be eligible for ad-hoc grants up to 25 per cent of such expenditure. These grants will be given subject to such conditions as the Department may impose.

## SECTION XVI

## Grants to Hostels

## Rule 115. — Admissible expenditure

Reasonable expenditure on Hostels attached to residential schools, in rural areas, such as salaries or allowances of the Hostel Superintendent and his assistants, if any, the rent of the Hostel building and other necessary expenses connected with the proper management of Hostels may be admitted for the maintenance grant.

## Rule 116. — Inspection

The Inspecting Officers shall have the right to inspect the hostels attached to recognised institutions and satisfy themselves that they are properly managed. They shall make the necessary observations and offer remarks and suggestions on the working of the hostels.

## Rule 117. — Conditions for Grants

Managements of residential institutions which are recognised by the Department must observe the following conditions in respect of their hostels:—

- (i) The hostels shall be maintained on a purely non-communal basis;
- (ii) They should have a common mess for all pupils irrespective of their caste or religion, except that separate cooking and eating arrangements for vegetarian and non-vegetarian boarders will be permissible;
- (iii) There must be a resident Superintendent duly qualified who will be responsible for cleanliness and sanitary conditions, satisfactory food arrangements, home work, extra curricular activities, regular attendance and general discipline;
- (iv) The general aim in the conduct of such hostels should be to organise and maintain them as active community centres, and
- (v) They follow the principle of self-help to a substantial extent.

## CHAPTER III

## Training Institutions

## SECTION I

## Recognition of and Grant-in-aid to Training Institutions

## Rule 118. — Conditions of Recognition

Conditions of recognition given in Rule 3 in Section I of Chapter II apply *mutatis mutandis* to Training Institutions. Every Training Institution shall have a practising school to enable trainees to practise the art of teaching. In the case of Primary Training Institutions, the practising school should be a Basic School teaching the same basic crafts as are taught in the Training Institution.

## Rule 119. — Conditions of grant

A Training Institution will be admitted to grant-in-aid subject to funds being available, at the discretion of the Director who will consider the educational needs of the locality in which it is established and the arrangements made by it for staff accommodation and equipment.

## Rule 120. — Successful candidates to be engaged in the profession

At the time of inspection the Management of a Primary Training Institution will be expected to satisfy the Inspecting Officer that a reasonable proportion of the students who passed in the final course of the previous years are actually in the profession of teaching.

## Rule 121. — Number of students in each class

The number of students to be admitted to each class should be limited to 40. This limit should, in no case, be exceeded without the previous permission of the Department.

## Rule 122. — Rules regarding Service Conditions

Rules regarding service conditions of teachers and other members of the staff should be framed by the Management on the lines of those given in Chapter II Section X of the Code with the sanction of the Director.

## Rule 123. — Courses of Studies

The syllabus for Primary Training Institutions prescribed by Government from time to time should be followed.

## Rule 124. — Examination at the end of the Training Course

Every recognised Training Institution shall send up its trainees for the Examination held by the Department at the end of the prescribed course.

## Rule 125. — Minimum number for grant

No Training Institution will be registered for grant unless at least 30 students in each class or division are regularly studying a fixed course which must include the subjects of teaching and school management. In special cases the condition as to the minimum attendance may be relaxed by the Director.

## Rule 126. — Other grants

In addition to the maintenance grant that may become due to a primary or pre-primary Training Institution under the rules in this Chapter, an equipment grant equal to ½ of the actual expenditure incurred on furniture, equipment, etc., will be paid, subject to funds being available provided the Director is satisfied on the recommendation of the Educational Inspector that the furniture, etc., purchased was necessary for the Institution and that no grant on such articles was previously received by the Institution from the Department.

N. B. — Before the grant is paid, the management receiving an equipment grant shall be required to give an undertaking to the effect that the management shall refund to Government the equipment grant received by it in case the Institution is closed within a period of three years from the date of the receipt of the equipment grant.

## Rule 127. — Payment of Advance Grant

An advance grant equal to one half of the previous year's grant may be given by the Director of Education with the sanction of the Lieutenant Governor/Administrator as soon as possible after the end of June each year to permanently registered Training Institutions the standard of efficiency of which is not in doubt.

## Rule 128. — Location of Training Institutions

All new Training Institution for the training of teachers for primary schools should be located in rural areas, i.e., places not bigger than Taluka Towns. In special cases the condition of location can be relaxed with the previous sanction of Government.

## Rule 129. — Time limit for application for Recognition

Societies desiring to open Primary Training Colleges must apply for permission to open such Institutions at least four months before the beginning of the official year (1st April) failing which their applications will not be considered. Ordinarily no recognition to a Training Institution will be granted unless such permission is obtained in time.

## Rule 130. — Accommodation for the College and the Hostel

Managements running or intending to run Primary or Pre-Primary Training Institution shall provide adequate class rooms and hostel accommodation for the students to be admitted to their training institutions, in addition to an Assembly Hall and Craft room. The question whether or not a Training Institution has provided adequate class rooms and hostel accommodation, etc., shall be decided by the Director on the recommendation of the Educational Inspector or the Inspectress of Girls' Schools as the case may be.

N. B. — Hostel accommodation should be provided for all the trainees at the rate of 50 square feet per trainee.

## Rule 131. — Admission of Women into Men's Institutions

As far as possible admission to Women candidates should be restricted to Women's Institutions. The Head of Women's institutions should be a woman and the staff should consist of not less than 75 per cent women teachers. Women candidates may, however, be allowed admission into a Training Institution for Men on condition that —

- (i) Separate classes for women are formed;
- (ii) The staff includes at least one trained woman graduate teacher per division for women teachers maintained by the institution;
- (iii) Provision for special subjects such as Domestic Science, Needle-work, etc., is made; and
- (iv) Separate hostel and sanitary arrangements are provided for women students.

## Rule 132. — Provident Fund

The State-aided Provident Fund Scheme sanctioned by Government should be adopted for the teaching and non-teaching staff in a recognised institution.

## Rule 133. — Requirements of Staff

A primary training institution shall provide the following staff:—

- (i) A Principal, who shall be a trained graduate knowing thoroughly the regional language, which is used as the

medium of instruction in the institution, and who should have undergone training in Craft or Basic Education;

(ii) Two full-time Assistant Masters for each division, who should be trained graduates and should have undergone a training course in Basic Education subject to the condition that at least one of these should have undergone the long-term Training Course provided by the Graduates Basic Training Centres in any State or at Sevagram;

(iii) One full-time craft teacher for each Basic Craft taught for the institution as a whole, and

(iv) Part-time teachers for special subjects such as Drawing, Music, Hindi and Physical Education, possessing approved training qualifications.

**Note.**—A full-time teacher is one whose presence in the Institutions is required full-time and who is not full-time or part-time in any other Institution or other profession.

**Rule 134.**—Head of the institution to have minimum teaching experience

The Head of a Primary Training Institution shall have at least five years' teaching experience as an Assistant Teacher in a Primary Training Institution.

**Rule 135.**—Age of superannuation

The rules governing the age of superannuation of the staff in non-Government Secondary Schools (Rule 79 in Section X of the Chapter II) shall apply *mutatis mutandis* to training institutions.

**Rule 136.**—Rate of the maintenance grant to a Primary Training Institution

The annual maintenance grant to a Primary Training Institution will be calculated at 66% per cent of the admissible expenditure in the previous year subject to a maximum of Rs. 200 per pupil in average attendance during the previous year.

**Note.**—Maintenance grant will include grants on equipment up to the limits prescribed by the Director but it will not include special grants for Hostel, Excursions, etc.

#### SECTION II

##### Pre-Primary Training Institutions

**Rule 137.**—Rate of grant

The annual grant due to Pre-Primary Training Institution preparing teachers for the Pre-Primary Teachers Certificate Examination will be calculated at 50 per cent of the admissible expenditure in the previous year subject to a maximum of Rs. 120 per pupil in average attendance in the preceding year.

#### SECTION III

##### Hindi Training Institutions

**Rule 138.**—Rate of grant

The grant due to a Hindi Training Institution will be calculated in the following three ways and the least of these will be paid:—

(i) at  $\frac{1}{2}$  for institutions running the full years' course and  $\frac{1}{3}$  for institutions running the Refresher course, of the admissible expenditure in the previous year; or

(ii) at Rs. 25 per pupil in average attendance in the preceding year; or

(iii) equal to the deficit of admitted expenditure over fee receipts and grants together in the preceding year.

**Rule 139.**—Payment of Grant to Hindi Training Institutions conducting both a full course and a refresher course

If a Hindi Training Institution is conducting both the full year's course and Refresher Course classes in any year, no grant will ordinarily be paid to the Institution on account of the Refresher Course class.

#### SECTION IV

##### Pre-Primary, Montessori and Kindergarten Schools

**Rule 140.**—Payment of grant to pre-primary schools discretionary

The grant to a Pre-Primary, Montessori or Kindergarten school will be payable at the discretion of Government and subject to funds being available for the purpose.

**Rule 141.**—Rate of grant to pre-primary schools

The grant due to Pre-Primary, Montessori, Kindergarten or Pre-Basic school will be calculated at 25 per cent of the admissible expenditure in the previous year or at such other rate as may be fixed by Government from time to time.

The grant at the above rate will be paid subject to the condition that the tuition fee charged does not exceed Rs. 2 per month. Such tuition fee shall include fees on account of Music and Physical Education.

**Rule 142.**—Other Fees

Managements may charge separate fees for the provision of school lunch and transport, but the income from such fees shall not exceed the actual expenditure involved in this respect. No grant shall be paid on this expenditure and the account of it shall be separately maintained.

**Rule 143.**—Applications of rules in Chapter II

In addition to the rules regarding recognition other rules in Chapter II of this Code relating to Secondary Schools shall apply to the institutions dealt with in this Chapter so far as they may be applicable.

#### CHAPTER IV

##### Rules relating to special institutions other than Primary Training Institutions

#### SECTION I

**Rule 144.**—Recognition of, and grants-in-aid to S. T. C. Classes

S. T. C. Classes may be recognised as special institutions, and held eligible for grants, subject to funds being available, at the rate of one-third of the admitted expenditure, but in no case greater than the net deficit. A Secondary Teachers' Certificate class should not exceed 30 in number.

Net deficit for the purposes of this rule shall be the difference between the gross expenditure on account of a class minus income from fees, subscriptions, etc.

#### SECTION II

##### Grants to Research and Cultural Societies

**Rule 145.**—Grants subject to availability of funds

Grants to institutions and societies engaged in the advancement of knowledge or culture and which are otherwise not eligible for grant-in-aid from Government will be payable in accordance with the following rules subject to availability of funds.

**Rule 146.**—Application for recognition of research societies

Any institution desirous of applying for a grant-in-aid from Government should apply to the Director for recognition. The Director may, after such enquiry as he may consider necessary, recognise such institution or may refuse recognition.

**Rule 147.**—Condition for Recognition

Before granting recognition, the Director shall be satisfied that—

(i) the management of the institution is in the hands of a competent and reliable body;

(ii) the staff employed is competent and adequate, having regard to the objects of the institutions;

(iii) the financial resources are adequate to meet the necessary expenditure;

(iv) the activities of the institution are such as not to involve it in unhealthy competition with any existing and recognised institutions of the same class in the neighbourhood;

(v) the records of the institution are maintained properly;

(vi) the working of the institution is generally as to justify recognition by the Department; and

(vii) the institution is not run on a profit-making basis.

**Rule 148.**—Refusal of recognition

Recognition will not be given to an institution—

(a) which denies admission to any person on grounds only of religion, race, caste, language, sex or any of them.

(b) which requires a person attending it to take part in any religious instruction that may be imparted or to attend any religious worship that may be conducted in the institution or in premises attached thereto, unless such person or, if such person is a minor, his guardian, has given consent thereto, or

(c) whose staff or students take part in or subscribe in aid of or assist in a political or communal movement which is un-constitutional or involves the use of violence or the dissemination of ideas of communal disharmony or the like.

**Rule 149.**—Withdrawal of Recognition

Recognition once given may be withdrawn at any time by the Director or by Government for breach of any of the



conditions in Rule 148 above or failure to fulfil the provisions of Rule 147.

#### Rule 150. — Applications for grants-in-aid

Applications for grant-in-aid for the first time and during any particular year shall be submitted so as to reach the Director before the 1st July of the year.

N.B. — Applications concerning the year 1963-1964, shall be submitted within 15 days after the publication of the present grant-in-aid code in the Government Gazette (Boletim Oficial).

#### Rule 151. — Production of accounts for grant-in-aid

The application should contain an audited statement of accounts of the institution, certified as correct by a registered accountant, showing in sufficient detail the income received and the expenditure incurred during each of the previous two years and also the estimates under these two heads for the year in which the grant is applied for. In particular, figures of expenditure under the following heads should be separately given:—

- (a) Salaries of staff (mentioning grades also),
- (b) Other allowances if any,
- (c) Dearness allowances, if any,
- (d) Rent of buildings,
- (e) Library charges,
- (f) Office expenses (including stationery and other contingent expenditure),
- (g) Publication and printing expenses,
- (h) Miscellaneous expenditure (with sufficient details).

#### Rule 152. — Grants on a one-year basis

Grants to research and cultural institutions will ordinarily be for the particular year only.

#### Rule 153. — Rate of grant

(a) Subject to budget provision, grants to research and cultural institutions, will normally be limited to 25 per cent of the annual admitted expenditure or to the deficit (i.e., the excess of admissible expenditure over receipts), whichever is less. Government may, however, in special cases, sanction an extra grant if it deems fit.

(b) Government may also, in special cases, sanction grants for building and equipment of research and cultural institution, such grants will not normally exceed 25 per cent of the total expenditure incurred by the institution on these items.

#### Rule 154. — Correspondent

Each recognised institution must have a person authorised by the managing body of the institution to act as a correspondent with Government. His name and address must be registered in the office of the Director. Any change in the name or address of the correspondent must be reported to the same office.

#### Rule 155. — Inspection by the Department

All recognised institutions shall be open to inspection by officers of the Department at all times, and the management shall punctually supply to the Department such returns and information as may from time to time be required.

### SECTION III

#### Commercial Schools

##### Rule 156. — Definition

Commercial School is a school or class in which instruction is given in one or more of the commercial subjects prescribed for the Government Commercial Diploma and Certificate Examination or/ and the London Chamber of Commerce Examinations. It will also include a Commercial Class or classes attached to a recognised school.

##### Rule 157. — Time limit for the submission of application for recognition

Applications for recognition should be made to the Director of Education, at least 3 months before the commencement (April 1st) of the official year for which recognition is sought.

##### Rule 158. — Assessment and rate of grant

(a) A Commercial School which has been recognised may be paid subject to funds being available, a yearly grant at the rate mentioned below for each pupil sent up for any of the following examinations held towards the end of the preceding year:—

(A) In the case of a pupil appearing for only one examination—

(i) not exceeding Rs. 5 per pupil sent up for the Government Commercial Diploma Examination;

(ii) not exceeding Rs. 2½ or for each entry of a pupil sent for either the Government Commercial Certificate or the London Chamber of Commerce Examination, subject to a maximum of Rs. 5 per pupil.

(B) In the case of a pupil appearing for more than one examination—

(i) not exceeding Rs. 5 per pupil appearing for the Government Commercial Diploma Examination and not exceeding Rs. 2½ for each entry of the same pupil appearing in one or more additional subjects at the Government Commercial Certificate or the London Chamber of Commerce Examination subject to a maximum of Rs. 10 in all, or

(ii) not exceeding Rs. 2½ for each entry of the pupil appearing in different subjects for the Government Commercial Certificate and the London Chamber of Commerce Examination subject to a maximum of Rs. 10 in all.

No grant will be admissible in respect of pupils for whom the requirement of an attendance for a specific period is waived and also the pupils who have previously appeared for the same subjects of the examinations. The grant payable to a commercial school will be subject to a maximum of Rs. 500.

(b) The payment of grant to a Commercial School will be subject to the conditions prescribed in this Code and also to the condition that it is open to all communities on terms of equality without discrimination in any respect.

#### Rule 159. — Inspection by the Department

All recognised Commercial Schools shall conform generally to the rules of this Code and shall be open to inspection and visit by officers of the Education Department.

#### Rule 160. — Rates of fees

An aided Commercial School shall have its scale of fees sanctioned by the Department and should not charge fees below the sanctioned scale. The number of free-studentships and half-free-studentships should be fixed in consultation with the Director of Education.

#### Rule 161. — Opening of Branches

No recognised Commercial School, aided or unaided, shall open a branch without the previous permission of the Department.

### SECTION IV

#### Gymnasias

##### Rule 162. — Recognition and Grants-in-Aid

A Gymnasium which is not attached to a recognised school or college may be recognised as a special institution and registered for grant provided it does not take part in communal and political activities.

##### Rule 163. — Time limit for application for recognition

Applications by such Gymnasias for recognition and grants-in-aid should be made to the Director of Education, at least three months before the commencement (April 1st) of the official year accompanied by a statement in the form prescribed for the purpose (vide Appendix 13).

##### Rule 164. — Adherence to rules and inspection

All recognised Gymnasias shall conform generally to the rules of this Code and shall be open to inspection and/or visit by Officers of the Department of Education and Public Health.

##### Rule 165. — Rate of Grant

A Gymnasium which has been recognised may be paid, subject to funds being available, a maintenance grant not exceeding one-fourth of the expenditure actually incurred on the salaries of the staff of the instructors, equipment and furniture, medical examination, repairs to furniture and equipment, books, magazines and physical charts (expenditure on books for prizes not to be included), electric charges, red earth, sweet oil, and other items which reasonably be included under «equipment», and on account of taxes on buildings and play-grounds, if owned. It may also be paid, in addition, a grant not exceeding one-fourth of the interest calculated at 4 per cent per annum on the capital investment on buildings and play-grounds. In case a Gymnasium is in a hired building and is using a hired play-ground a grant not exceeding 25 per cent of the actual rent paid may be sanctioned.

Note. — (1) Such expenditure only as is considered reasonable by the authority competent to sanction the grant will be admitted for the purposes of grant.

(2) The rates of grants to Gymnasias are liable to revision by the Department.

#### Rule 166. — Conditions of Grants-in-aid

The payment of grant to a Gymnasium will be subject to the following conditions:—

(i) That it is managed by a competent and reliable body of persons none of whom shall take part in such activities as are calculated to promote communal discord;

(ii) That it is open to all communities on terms of equality without discrimination in any respect.

(iii) That it maintains an adequate staff of well-qualified instructors;

Note. At least one Instructor in every Gymnasium must be either duly trained or must have passed a qualifying examination. No Instructor shall take part in such activities as are calculated to promote communal discord.

(iv) That it follows the course of Physical Training prescribed by Government or a well graded course approved by Government on the recommendation of the Board of Physical Education.

Note. Condition (iv) does not exclude other activities promoting physical fitness.

(v) That its buildings and premises are in a healthy locality and are well lighted and ventilated and kept clean, and that it has adequate equipment.

(vi) That it provides for proper medical examination of every new entrant and of all its members at least once a year preferably every six months, the physical measurements being taken once in three months.

Note. A Gymnasium is expected to correct remediable defects with proper follow up work.

(vii) That it has a minimum average daily attendance of 20 members;

(viii) That it maintains. (a) a systematic record of admissions and withdrawals and attendance of pupils; and (b) proper accounts of income and expenditure.

#### Rule 167. — Building Grants

Recognised Gymnasias may be paid, at the discretion of Government, building grants up to a maximum of one-fourth of the cost of the buildings in lieu of the grant not exceeding one-fourth of the interest calculated at 4 per cent per annum on the capital investment on building admissible under Rule 165.

#### Rule 168. — Maximum amount of building grant

The amount of building grant to any single institution will be subject to a maximum of Rs. 5,000 and will be paid only if funds are available and subject to the further condition that the plans and estimates of the buildings have been scrutinised and approved by the P. W. Department.

#### Rule 169. — Applicability of rules for building grant in Chapter VII

The rules regarding the payment of building grant under Section XIV in Chapter III apply in the case of such grants paid to Gymnasias, so far as they may be applicable.

### SECTION V

#### Recognition and grant-in-aid to Sanskrit Pathshalas in the Union Territories of Goa, Daman & Diu

##### Rule 170. — The Sanskrit Pathshalas will be recognised and aided under the following rules

(1) Applications for grant-in-aid during any particular year shall be submitted by the Sanskrit Pathshalas to the Director of Education so as to reach him before 1st July of that year. Each case will be treated on its merit due regard being given to the funds available and the general rules laid down in the grant-in-aid code so far as they may be applicable.

(2) Before recommending applications for grant-in-aid the Director of Education shall be satisfied that:—

- (1) the management of the institution is in the hands of a competent and reliable person or body;
- (2) the staff employed is competent and adequate having regard to the objects of the institution;
- (3) the financial resources are adequate to meet the necessary expenditure;

- (4) the activities of the institution are such as not to involve it in unhealthy competition with any existing and recognised grant-in-aid institutions of the same class in the neighbourhood;
- (5) the records of the institution are maintained properly;
- (6) the working of the institution is generally such as to justify recognition for grant-in-aid by Government.

(3) Grant-in-aid will not be given to an institution (a) which denies admission to any person on grounds only of religion, race, caste, language, sex or any of them (b) which requires a person intending it to take part in religious instruction that may be imparted in such institution or to attend any religious worship that may be conducted in such institution or in premises attached thereto unless such person, or, if such person is minor, his guardian has given his consent thereto, or (c) whose staff or students take part or subscribe in aid of or assist in a political or communal movement which is unconstitutional or involves the use of violence or the dissemination of ideas of communal disharmony or the like.

(4) A breach of any of the conditions in rule 3 or failure to fulfil any of the provisions of rule 2 will render a Pathshala ineligible for a grant-in-aid.

(5) A maximum maintenance grant payable to a Sanskrit Pathshala shall be limited to Rs. 10 per pupil in Pathshala, provided also that the total grant under the rule to any Pathshala shall not exceed its normal admissible expenditure minus the receipts or the actual deficit in the income, whichever is less.

The normal admissible expenditure, mentioned above, does not include any special allowances paid to teachers or any item of expenditure, on account of which special grant may be claimed.

(6) In addition to the grants specified above (i.e., maintenance grant special grants shall also be paid to Sanskrit Pathshalas to enable them to pay to their teachers special allowances such as dearness allowance, paid-climate, or trained teachers' allowance. The rate of such allowances may from time to time specify. It shall be open to Sanskrit Pathshala to charge a special fee for the payment of these special allowance to their teachers. Such expenditure shall not be treated as normal expenditure nor shall such special fee be taken into account for purposes of the rule or maintenance grant.

It shall further be open to Sanskrit Pathshalas to charge a special fee for extra curricular activities. Such a special fee shall not be taken into account for the purposes of maintenance grant. The expenditure incurred on extra curricular activities shall not be held admissible for grant but a proper account of income and expenditure from this source shall be maintained separately.

(7) Ordinarily no grant should be paid to Sanskrit Pathshalas with an average attendance of less than 15 pupils. Exceptions may be made in special cases where the type of instruction imparted is such as would necessitate admitting only a small number of pupils.

### SECTION VI

#### Recognition and grant-in-aid to music, dance and drama schools

##### Rule 171. — Music, Dance and Drama Schools

Recognition and grant-in-aid as primary, secondary post-secondary or special schools and engaged in teaching of music and/or dance and/or drama will be governed by the following rules:—

(1) Application for recognition.—Schools teaching music, dance and/or drama desiring recognition for the first time or continuation of recognition should apply to the Director of Education in the prescribed form before the 1st of July.

N. B.—For the academic year of 1963-1964, application shall be forwarded within the time limit of 15 days after the publication of the present Grant-in-aid Code.

The application should be accompanied by:—

- (i) a certified copy of audited statement of accounts in a form prescribed by the Department for the purpose and signed by a registered auditor;
- (ii) budget estimates of income and expenditure for the year, revealing clearly the sources of its income;
- (iii) report of the work done in the past and particularly during the present year;
- (iv) statement regarding staff, their qualifications, salary scale, salaries and service;

(v) statement regarding number of students in the different classes in the previous year and during the current year;

(vi) the syllabi followed and the examination, if any, to which the pupils sent and the results of the previous year;

(vii) the scale of fees charged for the different courses.

(2) Inspection. — On receipt and scrutiny of the application for recognition, the Director of Education shall arrange to have the institute inspected by the Educational Inspector or the Deputy Educational Inspector as the case may require. There shall be appointed by the Director of Education, with the approval of Government, a small committee of about 3 persons who have some special knowledge of Music or Dance or Drama to assist the Educational Inspector in the inspection of these schools. A recognised school shall be open to inspection by any Officer of the Department or member of such committee with or without previous notice during the working hours of the school and the management shall punctually make available to them all the documents and such returns and information as may be required.

(3) The Inspection Report. — The inspecting officer should be required to inspect the institution and submit report on its working and suggestions for implementation pointing out whether they should be carried out immediately, before the next inspection or in due course, and recommendation for grant-in-aid, if any. At the time of first recognition, as far as possible, the inspection should be completed before the end of August and his report submitted to the Director of Education as early as possible thereafter.

(4) Granting recognition. — Before, granting recognition the Director of Education shall satisfy himself that.

(a) The management is in the hands of a competent and reliable society or Public Institution. The management should be in the hands of local authority or a society registered under the Registration of Societies Order of 29-8-1962, Societies Act of 1860 or any other law, order or act applicable.

(b) The staff employed is adequate, stable, duly qualified and properly paid.

(c) The institution follows a regular approved syllabus and does not charge fees in excess of the schedule that may be laid down from time to time.

(d) It maintains proper records as may be required to be maintained, such as general register, class roll call of pupils, teachers, muster and acquittance roll, time-table, accounts of income and payments, etc.

(e) Financial resources of the institution or the parent body are adequate to meet the necessary expenditure.

(f) The institution meets a felt need in the locality and does not enter in any unhealthy competition with any existing similar institution.

(g) The institution is maintained with educational objectives and not for profit making as a business concern.

(h) The working of the institution is such as to justify recognition by Government.

(5) Continuation or withdrawal of recognition — Recognition once granted will normally continue year after year subject to satisfactory progress. Though no fresh application is necessary every year for continuation of recognition, the institution will be required to submit the various statements and reports mentioned in paragraph 2 above. Recognition shall not be given to any institution —

(a) which denies admission to a person on grounds only of religion, race, caste, language sect, or any of them;

(b) which requires a person attending it to take part compulsorily in any religious instruction that may be imparted in such an institution or compulsorily to attend any religious worship that may be conducted in that institution or in premises attached thereto, unless such person or if such person is a minor, his guardian has given his consent in writing thereto;

(c) whose staff or students take part or subscribe in aid or assist a political or a communal movement which is unconstitutional or involves the use of violence or dissemination of ideas of communal disharmony or the like. Recognition once granted may be withdrawn at any time by the Director of Education or by Government for breach of any of the conditions or for failure to fulfil the provisions laid down.

(6) Grant-in-aid. — Grant-in-aid shall ordinarily be paid upto a maximum of 25 per cent of the admissible recurring expenditure of the previous year or the net deficit (i.e., the excess of admissible expenditure over the receipts from all sources including any surplus brought forward from the previous year above 10 per cent of the admissible expenditure of that year) or Rs. 20 per pupil per annum, whichever is less. Ordinarily, no grant will be paid on non-recurring expenditure but in special circumstances, funds being available, Govern-

ment may consider payment of grant up to a maximum of 20 per cent on approved items of non-recurring expenditure in the case of schools conducted by local authorities, Societies registered under the Societies Registration Order dated 29-8-1962, Societies Registration Act 1860, or any other law, order or act applicable. The percentage of grant, however, will depend on the nature of work, the type of courses conducted, the number of students enrolled, etc. A dance class or school charging a fee of more than Rs. 10 p.m. shall not be eligible for any grant.

(7) Each recognised institution must have a person authorised by the managing body of the institution to act as a correspondent with Government. His name and address must be registered in the office of the Director of Education, Goa. Any change in the name and address of the correspondent must be reported to the same office.

## SECTION VII

Rule 172. — The Physical Education Organisations conducting tournaments and competitions will be recognised and aided under the following rule

(1) Any well established organisation conducting tournaments and sports for school children or adults will be recognised for grant-in-aid every year by the Physical Education Board, Goa.

(2) The organisation should have a regular constitution passed by the members of the organisation.

(3) The organisation should maintain records, registers and accounts in the form prescribed by the Director of Education, Goa, and should be open for inspection of the Departmental Officers at any time.

(4) Entries should be open to all castes and communities.

(5) The tournaments should be conducted at least in more than one event each of which is participated by not less than eight teams.

(6) The games should be conducted according to the rules followed by a large number of institutions working in the field of physical education in that locality.

(7) It is expected that the conduct of players, officers and spectators at all games will be sportsmanlike. This fact will be taken into consideration in assessing grants.

(8) The organisations should apply to Physical Education Board, Goa for grant-in-aid every year before 31st of July. Such an application should be accompanied by the statement of accounts as per the prescribed form (Appendix 14) and also a brief report of the activities.

(9) The financial accounts of the organisation should be duly checked and audited by an internal auditor of the organisation.

(10) The Physical Education Board will scrutinize and check the accounts and will recommend the organisation to the Government, for grant-in-aid if the work of the organisation of the tournaments is found satisfactory.

(11) Grant will be based on the expenditure of the preceding year and will be paid in arrears in the current year.

(12) The maximum amount of grant to be paid to an organization should be limited to Rs. 250 and should in no case exceed the net expenditure (i.e., the total expenditure incurred on the tournaments minus gate receipts if any).

(13) A new association may receive a token grant subject to its fulfilment of conditions given above and further funds being available at the disposal of the Physical Education Board, Goa.

## SECTION VIII

### Grant-in-aid to other special schools

Rule 173. — Grants to other special schools

Applications for grant-in-aid will be received from Special Schools, other than those dealt within the preceding Sections of this Chapter, and each case will be treated on its own merits, subject to funds being available and to the general rules laid down in this Code so far as they may be applicable.

Rule 174. — Grants to schools for the defectives

In the case of schools for the defectives including those for the blind and the deaf mutes, the grant may be paid at 2/3rds of the actual audited and admitted expenditure including expenditure on hostel or Rs. 30 per month per child, whichever is less. Except with the sanction of Government no grant shall be paid to schools for defective with an average attendance of less than 25 pupils.

Rule 175. — Application of rules in Chapter II

The rules in Chapter II of this Code relating to Secondary Schools shall apply to the institutions dealt with in this Chapter, so far as they may be applicable.

## CHAPTER V

## Grant-in-aid-to Colleges

## Rule 176. — Arts and Science, Commerce and Secondary Training Colleges

Colleges affiliated to a statutory University and situated in the Union Territories of Goa, Daman and Diu will be held eligible for annual grants subject to funds at the disposal of Government in accordance with the following rules.

(1) Subject to the limits laid down in rule (2), the Arts, Science, Commerce and Secondary Training Colleges will be eligible for grants at the following rates:—

## (a) Maintenance grant:

Maintenance grants will be paid at 33-1/3 per cent of the approved expenditure during the preceding year.

Note: No separate D. A. grants will be payable. The expenditure on payment of D. A. will be held admissible for purposes of Maintenance grant if the D. A. is paid at Government rates. The expenditure on Dearness Allowance not paid at Government rates or the excess of Dearness Allowance expenditure over Dearness Allowance expenditure at Government rates will be held inadmissible for maintenance grants. The items of expenditure detailed in Appendix «15» will be held admissible for purposes of maintenance grants. The items of receipts shown in Appendix «16» will be considered as part of the «Direct receipts» of the College.

## (b) Building grants:

Subject to funds being available after payment of maintenance grants, special grants on construction of buildings or on repayment of loans for construction of buildings will be paid at 25 per cent of the expenditure in suitable instalments, if necessary.

If building grants are not available, loans may be sanctioned for the construction of buildings subject to the availability of funds.

(2) (a) The maintenance grant according to the above percentage will be subject to a ceiling of (1) Deficit plus 10% for Colleges with more than 1000 students and (2) deficit plus 20% for Colleges with 1000 or less than 1000 students.

*In the case of Colleges having more than 1000 students:—*

No maintenance grant will be paid if their savings exceed 10% of their approved expenditure. If their savings do not exceed 10% of their approved expenditure, the maintenance grant will be limited to the difference between 10% of approved expenditure and the net savings.

In the case of Colleges with deficits the maintenance grant will be subject to a ceiling of the net deficit plus 10% of approved expenditure.

*In the case of Colleges having 1000 or less than 1000 students:—*

No maintenance grant will be paid if their savings exceed 20% of their approved expenditure. If their savings do not exceed 20% of their approved expenditure, the maintenance grant will be limited to the difference between 20% of approved expenditure and the net savings.

In the case of Colleges with deficits, the maintenance grant will be subject to a ceiling of the net deficit plus 20% of approved expenditure.

(b) No grant of any kind will be paid to an Arts and Science, Commerce or Secondary Training College with a surplus or balance on hand including that of the previous years, of Rs. 1 lakh and Over:—

Note: For the purposes of this Rule, the «Surplus or Balance on hand including that of the previous years» means the Opening Balance plus the excess of direct receipts over approved expenditure, set off by an amount equal to 25 per cent, of the actual expenditure during the year, on the construction of buildings or on repayment of loans for the construction of buildings.

In the first year of the application of these Rules the Opening Balance as shown in the Accounts Statement will be accepted. In subsequent years, however, the «Opening Balance» shall be taken as equal to the «Surplus» or Balance on hand including that of the previous years as defined above.

Note: Net surplus will be calculated by deducting the approved expenditure (including Dearness Allowance) from the direct receipts.

(3) Each College should submit to the Director of Education by the end of June, an audited statement of accounts

for the previous year ending 31st March. The statement should clearly show separately:—

(a) The balance on hand and the previous year's savings, if any, or contribution made from the savings to the Society conducting the College.

(b) The amount actually spent during the previous year:

- (i) On construction of buildings, and
- (ii) On repayment of loans taken for construction of buildings.
- (iii) Submission of the audited statements of accounts beyond the prescribed date may result in lesser grants or even non-payment of grants.

(4) In place of the grants at the above rates, Government may pay smaller grants according to the funds at its disposal.

(5) In the case of new Colleges, a token grant of Rs. 5,000/- may be paid in the first year, subject to the availability of funds and subject to there being a deficit of not less than Rs. 5,000/- in the budget estimates of the College for that year. In cases where the estimated deficit is less than Rs. 5,000/-, the token grant will be limited to the amount of the actual deficit. No token grant will be payable to Colleges, whose budget estimates show a surplus.

(6) The payment of grants will be made at the discretion of Government.

(7) When the accounts of a College are audited by a Registered Accountant, the audit report should be sent through the Director of Education to the Accountant General for his review and it will be open to the Accountant General to give such instructions as may be necessary to the Registered Accountant in regard to the audit.

(8) If so required by the Accountant General the Colleges shall have to produce their accounts with all the relevant papers to the Accountant General, for inspection.

## Rule 177. — Engineering Colleges

Grant-in-aid to all Non-Government Engineering Colleges is paid at the rate of 50 per cent of their approved expenditure except that on rent of buildings subject to the condition that the grant-in-aid in any year shall not exceed the difference between their annual expenditure and the receipts. The grants at the above rates are subject further to the conditions that the college authorities will pay to their lower staff (i.e., of the non-gazetted rank in Government Colleges) such salary and allowances as may be approved by Government and that they will not raise the fees charged by them at present, that the college authorities should not insist upon the students or their parents/guardians to become members of any particular body or Society and that they should do away any current practices of giving preferential treatment in the matter of admission to the College, to the sons and wards of the donors and/or members of particular bodies or societies.

The expenditure on rent of buildings of Non-Government Engineering Colleges in the State is admissible for purposes of grants as per item 6 of schedule «A» of this Chapter.

## SCHEDULE A

## Admissible items of expenditure for purposes of grant

1. Actual salary of the teaching, clerical and inferior staff including dearness allowance.
2. Premium on life policies up to a value of Rs. 5,000/-.
3. Contribution to Provident Fund and Gratuity provided the rules are approved by Government.
4. Contribution to Pension Fund in lieu of Provident Fund provided the rules are approved by Government.
5. Allowances of a special nature, such as house rent allowance, conveyance allowance and expenditure on study leave, provided the rules regulating the grant of these allowances have been previously approved by Government.
6. (a) In the case of college buildings not owned by the college or the society conducting the college the actual rent including ground rent, if any, paid to the landlord or that certified as reasonable by the P. W. Department, whichever is less, as also rates and municipal taxes if separately paid and not included in the rent.
- (b) In the case of college buildings owned by the college or the society conducting it:—

(1) On the portion of the building or buildings for which no grant was received from the Government of Goa, Daman and Diu or the Government of India or any local authority (or were not constructed from any ear-marked donations) —

- (i) the actual rates and municipal taxes, if any, paid;
- (ii) the actual contribution towards the institutions' Depreciation Fund, subject to a maximum of 2 per cent, if the



17. Cost of replacement of existing equipment or purchase of new equipment.

**Items of receipts which are considered as part of the «Direct» receipts for purposes of grants**

(d) Any other miscellaneous receipts for the maintenance of the college.

Panjim, 13th August, 1963.

(See Chapter II, Section I, Rule 2)

1	Locality and description of School.
2	Class of School.
3	Name of the society or other controlling body.
4	Date of establishment.
5	Names, ages and places of education of the Headmaster and Assistant Masters with academic and professional qualifications in full.
6	Other employment (if any) of teachers.
7	Rate or rates of fees.
8	Pay and scale of pay.
9	Amount of fees received during the 12 months preceding the application.
10	Average annual income from all sources exclusive of fees.
11	Average annual expenditure.
12	Number of pupils in each standard during the year for which a grant recognition is requested.
13	Name and residence of parties to whom reference may be made.
14	Name and postal address of Secretary or correspondent who will be responsible for correspondence with the Department.

## APPENDIX 2

## Leaving Certificate

(See Rules 14 and 30 in Chapter III, Section II)

(No change in any entry in this certificate shall be made except by the authority issuing it and any infringement of this requirement is liable to involve the imposition of a penalty such as that of rustication).

Register No. of pupil:

Name of School:

[illegible]

Certified that the above information is in accordance with the School Register.

Date: 19

Class Master.

Head Master.

## APPENDIX 3

## Form of Report regarding Admission of pupils from unrecognised Schools

[See Chapter III, Section III, Rule 23 (iv)]

[illegible]

Date ..... 19...

Head Master.

...

## APPENDIX 4

### Form of consent for Religious Instruction

[See Chapter II, Section IV, Rule 42 (3)]

Form 'A' to be filled in by the guardian

(In case the pupil is a minor, i.e., below 21)

I, .....,  
(occupation) ... residing at ... guardian or Kumar/Kumari ...  
of ... Standard ..., Division ..., of the ... School (his/her birth  
date being ...), am fully aware that the above mentioned  
school imparts religious instruction to its pupils. I hereby  
allow my ward to attend the religious instruction or prayers  
conducted by the above mentioned school of my own free will  
without any pressure being exercised in any way by the  
school authorities or without in any way being influenced.

directly or indirectly, by promises of grant of financial or other help, moral or material.

Place ...

Date ...

(Signature of Guardian)

Form 'B' to be filled in by the pupil

(When he is major, i.e., above 21)

I, .....,  
a pupil of Standard ... Division ... of the ... School, age ...  
(my birth date being ...), residing at ... know that  
the school imparts religious instruction. I attend the religious  
instruction or prayers conducted by the abovementioned  
school of my own free will without any pressure being exer-  
cised in any way by the school authorities or without in  
any way being influenced, directly or indirectly, by promises  
of grant of financial or other help, moral or material.

Place ...

Date ...

(Signature of the pupil)

APPENDIX 5

Medical Inspection Form

[See Chapter II, Section V, Rule 45 (e)]

I. Name of SchoolDistrict  
Town/VillageName of pupil  
Name and address of parent or guardian  
Date of birth (1)19

196-6196-6196-6196-6

III. Personal history  
Measles  
Whooping cough  
Diphtheria  
Chicken-pox  
Vaccination and date  
Malaria  
Smallpox  
Typhoid  
Dysentery  
Other disease (2)  
Family medical history (if exceptional)  
  
III. Height (3)  
Weight (3)  
Age (4)  
Standard  
Regularity of attendance  
Mental capacity (5)  
Vision (6)  
Hearing (7)  
  
1st routine examination  
2nd routine examination  
3rd routine examination  
4th routine examination

IV. Date of Medical inspection, initials of Medical Officer, Parents present  
General conditions:—  
Nutrition (8)  
Clothing (9)  
Footwear (9)  
Cleanliness, body, hair and scalp (10)  
Chest measurement (11)  
Special conditions:—  
External eye disease (12)  
Vision (13)  
Speech (14)  
Teeth and gums (15)  
Ear disease (16)  
Hearing (17)  
Skin disease (18)  
Nose or throat (19)  
Tonsils (20)  
Adenoids—  
Glands, cervical and general  
Mental condition (21)  
Disease or deformity—  
Heart (22)  
Anaemia (23)  
Lungs  
Nervous system (24)  
Digestive system (25)  
Liver (26)  
Spleen (27)  
Tuberculosis (28)  
Rickets (29)  
Deformities (Posture) (30)  
Acute infectious diseases  
Other diseases or defects (31)  
  
V. Notification card (32)—  
Date of issue  
Date of return

VI. Doctor's observations (33)—

VII. Teacher's observations (34)—

Special inspections and re-inspections (35)  
DateNotesPlace duration and result of treatment  
  
(1-35) For explanations, please see the «Notes on the schedule for Medical Inspection».

Notes on the schedule for Medical Inspection

Is suggested that the schedules for boys and girls should be of different colours or should be coloured differently at one of the four corners. The Schedule makes provision for the four routine examinations a child is likely to undergo during his or her school career, namely, at approximately the 6th, 11th, 14th and 17th year of age.

Sections I, II, III and VII are to be filled in by the school teacher prior to medical inspection, sections IV, V and VI are to be filled in by the school doctor.

- To be stated exactly, date, month and year.
- Should include any other illness likely to have an effect, direct or indirect, on the health of the child in after life, e.g., rheumatism, tonsillitis, tuberculosis syphilis, fits, operations, etc.
- Height and weight should be recorded by the teacher at least twice yearly and preferably once every term and the record should be available at the time of medical inspection.
- To be stated in years and months, e.g., 11-2/12.
- State the approximate number of years of the child his educationally behind the average of the class.
- To be tested as in Note 13. Failing this method the teacher should record as normal or defective on the presence or absence of such signs as headache, holding the book close, inability to see the blackboard, etc.
- Record as normal or defective. Note the child's attitude during class, the repetition required during dictation lesson or when commands are given, etc.
- Classify as good, normal, subnormal, poor. The alertness, vigour and expression of the child, the appearance of the skin and hair, the redness or pallor of the mucous membranes, should be taken into consideration in determining the nutrition.
- Note insufficiency, need or repair, cleanliness (good, average, bad) presence or absence of footwear.
- Note the cleanliness of body and head separately as clean, slightly dirty, dirty, scurf, nits, vermin and sores as well as skin disease should be looked for; sores and skin diseases being noted under «Special Conditions, skin diseases».
- The chest measurement should be taken at the level of the junction of the 4th costal cartilage and the sternum and should be recorded at full inspiration and expiration.
- Including blepharitis, styes, conjunctivitis trachoma, diseases of the cornea of lens, squints, nystagmus, etc.
- To be tested by Snellen's Test Types at 6 metres (20 ft), and recorded for each eye separately thus Rs. 6-6-0 and 6-12-0. Children under 6 years need not be tested by Snellen's types.
- Including defects of articulation, e.g., stammering, lisp-ing, etc.
- Note pyorrhoea, abscesses, number of carious teeth, cleanliness, special feature, e.g., irregularity, Hutchinson's teeth, etc.
- Including otorrhoea wax, etc.
- Each ear to be tested separately by the forced whisper method. Number should be whispered and the child should be asked to repeat the numbers.
- Includes contagious diseases, e.g., ringworm, scabies, etc.
- Note mouth breathing nasal catarrh, deflected septum, enlarged turbinates, polypi, malformations of place, etc.
- Record as N (normal) + (slight enlargement) + + (moderate and severe enlargement) and for each tonsil separately, e.g., R + /L + +.
- Note as bright, average, dull, backward, mentally defective.
- Functional or organic disease.
- Normal (N): slight + severe + +.
- Including paralysis, epilepsy, emotional or social instability.
- Note indigestion, anorexia, diarrhoea, constipation, etc.
- Note in inches below costal margin.
- (1) State whether the spleen is palpable or not.  
(2) If the spleen is palpable, ascertain the position of the costal margin and feeling gently below it, ascertain whether the spleen is projecting below the costal margin. If it does





### Form of Attendance Register

[See Chapter I, Section XI, Rule 80 (iii)]

School or Institution:

Attendance Roll of Class of \_\_\_\_\_ Standard \_\_\_\_\_ for the month of \_\_\_\_\_ 196\_\_

Master/Mr.

**Certificate by the Head or Manager of the School**

I hereby certify that this Attendance Roll has been made up daily by the master in charge of the class; that every pupil has received not less than a full day's instruction, as prescribed by the rule, on each day on which he has been marked present and that the average attendance\* of the class for the month is

\* To find the average attendance of a Class for the month:—Add together the daily totals of Boys marked present and divide the sum by number of times the School has met during the month; the quotient is the average number of attendance.

N. B.—No erasures of any kind are permissible in this return; corrections should be made in red ink and initialled.

No.	Name of pupil	Attendance for the month						Number of attendance
		1	2	3	4	5	and so on	
1.								
2.								
3.								
etc.								

N. B. — Boys present to be marked P; boys absent without leave A; boys absent from sickness S, and boys absent with leave L.

## Service Book

(For teachers in non-Government Secondary Schools)

[See Chapter II, Section XI, Rule 80 (v)]

1. Name in full .....
2. Permanent address .....
3. Local address .....
4. Date of birth (both in words and figures) .....
5. Details of the evidence on which the date of birth has been recorded in the Service Book (viz., the P. S. C., S. S. C., Matriculation Certificate, etc.). .....

6. (a) Mother Tongue .....
- (b) Language through the medium of which the teacher is qualified to teach .....
7. Exact height by measurement (with date of record) .....
8. Personal marks for identification .....
9. Academic qualifications in full—

Serial No. Examination	Subjects taken	University	Year of passing	Class obtained	Distinctions, etc.
---------------------------	-------------------	------------	--------------------	-------------------	-----------------------

## 10. Professional (Teaching) qualifications in full—

Serial No.	Examination	Subjects in which the teacher is trained to teach	University	Year of passing	Class obtained	Distinctions, etc.
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11. Special qualifications, if any —

Serial No. Examination	University	Year of passing	Class obtained	Distinctions, etc.
---------------------------	------------	--------------------	-------------------	-----------------------

12. Signature of teacher ...  
13. Signature of Head Master/...  
Head Masters ...  
Dated ...

### Service Summary

[illegible]

1	2	3	4	5	6	7	Allowances					Leave				17	18	Date and Signature of	
Name of School.	Date of appointment.	Designation.	Subjects taught and stand-ards.	Tenure Permanent or Pro-bationary or Temporary, Part-time or Full-time, Date of confirmation.	Pay as on 1st June.	Increment date and amount.	8	9	10	11	12	Duration		Period					
												Dearness.	House Rent.	Compensatotry local.	Any other indicate the nature.			Nature and whether with or w/o pay.	13
								</											

Extract from the Remarks by Head Master and Inspection Officer

Year	Remarks	Date and initials of		
		Inspecting Officer	Head Master	Teacher
1	2	3	4	5

APPENDIX 11

Confidential Report

(For Teachers in non-Government Secondary Schools)

[See Chapter II, Section XI, Rule 80 (xvi)]

For the period from ...  
Name of teacher in full ...  
Qualifications ...  
Designation and tenure (Permanent or Temporary) ...  
Length of Service in the Institution on 1st April ...  
Scale of Pay ... Pay on 1st April ...  
Next increment on ...  
Special pay or allowances ...  
Subject taught ...  
I have formed the following opinion about the teacher's ability, work, etc., for the period from ... to ...

I. Class work —

(a) Knowledge and preparation of subject.  
(b) Knowledge of —

(i) Medium of Instruction.  
(ii) Hindi.  
(iii) English.

(c) Power of exposition, illustration, questioning, etc.  
(d) Ability and desire to create interest among pupils.  
(e) Class control and discipline.  
(f) Influence over the pupils, parents and colleagues.  
(g) General remarks on the class work.

II. Extra class activities —

(a) Interest taken in sports, physical education, scouting, etc.  
(b) Participation in school organisation and management.  
(c) General remarks.

III. Personal —

(a) Private character.  
(b) Sincerity and loyalty, etc.  
(c) Inclination to co-operate with the colleagues.  
(d) Fidelity in carrying out the instructions issued by the Head Master.  
(e) General remarks.

IV. Special remarks, if any. —

I give him the general mark (excellent, very good, very fair, fair, poor): —

Dated ...

Signature of Head Master.

APPENDIX 12

Form of Application for Building Grant

(See Chapter III, Section XVI, Rule 101)

- (1) Locality ...
- (2) Name of the Institution ...
- (3) Class of the Institution under the Grant-in-aid Code (Chapter I) ...
- (4) The purpose for which the grant is claimed ...
- (5) Amount of grant ...
- (6) The total cost and the proportion which the grant bears to it ...
- (7) Whether the Institution has received a building grant before; if so, how much, and under what orders ...
- (8) If a deed has been executed the last Government Resolution in the matter ...
- (9) Whether the site has been granted by Government; if so, under what orders and terms.
- (10) Whether the title of the management to the site is good ...
- (11) Whether the plans and estimates have been approved and if so, by whom ...
- (12) The agency by which the work is to be carried out ...
- (13) Whether the management is willing to execute a trust deed or agreement in case the grant is given ...

Dated ... 19..... (Signature).

APPENDIX 13

Form of Application for Recognition of Gymnasias

(See Chapter IV, Section IV, Rule 163)

- (1) Name of the Institution and locality —
- (2) The name of the Managing Body —
- (3) Date of establishment —
- (4) Particulars of Staff —

Serial No	Name	Age	Qualifications	Experience	Pay
1	2	3	4	5	6

- (5) Rates of fees for each grade (if any) —
- (6) Number of pupils in each grade —

Males attending					Not attending any educational institution	Females attending				Not attending any educational institution	Total
Grade	Primary Schools	Secondary Schools	Colleges	Other Educational Institutions		Primary Schools	Secondary Schools	Colleges	Other Educational Institutions		
1	2	3	4	5	6	7	8	9	10	11	12

- (7) Details of annual income from all sources —
  - (8) Details of annual expenditure —
  - (9) Name and address of the correspondent responsible for correspondence with the Department —
- Date ... Signature.

APPENDIX 14

Statement of receipt and expenditure of the Association Conducting Tournament for the year  
[See Chapter IV, Section VII, Rule 172 (8)]

Name of the Association:  
Place:

Receipts		Expenditure	
Rs. n. p.	Particulars	Particulars	Rs. n. p.
	Balance of the pre- ceding year.	Payment to staff ...	
	Contribution of the participants.	Payments to servants ...	
	Gate money.	Printing ...	
	Donations.	Stationery ...	
	Government grant.	Postage ...	
		Playground rent ...	
		Repairs:	
		(a) Playground ...	
		(b) Equipment ...	
		Travelling allowance to staff ...	
		Equipment ...	
		Books and Charts ...	
		Prizes ...	
		Refreshments and ea- tables ...	
		Miscellaneous ...	
		(Details to be given separately).	
	Total receipts.	Total Expenditure	
	Non-recurring Re- ceipts.	Non-recurring Expen- diture ...	
		Balance by the end of the financial year.	
	Grand Total.	Grand Total ...	

Checked and found correct. Signature of the Secretary.  
Secretary of the Physical Education Council  
By order and in the name of the Lieutenant Governor of Goa, Daman & Diu.

APPENDIX 15

Admissible items of expenditure for purposes of grant  
(See Chapter V. Rule 176)

- 1. Actual salary of the teaching, clerical and inferior Staff.
- 2. Dearness allowance paid at Government rates.
- 3. Premia on life policies upto a value of Rs. 5,000/-.

- 4. Contribution to Gratuity provided the rules are approved by Government.
- 5. Contribution to Provident Fund and Pension Fund according to the following formula:

«If P 1 denotes the proportion of the contribution to the pension fund to the salary on which the contribution is based, and P 2 denotes the proportion of the contributory Provident Fund contribution to the salary on which this contribution is based then.

- (i) The maximum P 1 admissible for grant will be equal to 1/9 of the basic salary of the employee of the college, and
- (ii) The maximum P 2 admissible for grant will be equal to 1/16-9/16×P1.

((It will thus follow that in particular cases of (ii) when there is a Provident Fund Scheme alone, the maximum Contributory Provident Fund contribution of college admissible for Government grant will be 1/16th of the salary and that when the contribution to the pension fund equals or exceeds 1/9th of the basic salary, no part of the Contributory Provident Fund contribution will be admissible for grant. In intermediate cases the maximum Contributory Provident Fund contribution which qualifies for grant will vary proportionately).

6. Allowances of a special nature, such as H. R. A., conveyance allowance and expenditure on study leave, on the merits of each case.

7. (a) In the case of college buildings not owned by the College or the society conducting the College; the actual rent including ground rent, if any, paid to the landlord or that certified as reasonable by the executive Engineer, whichever is less, as also rates and municipal taxes, if separately paid and not included in the rent.

(b) In the case of college buildings owned by the College or the Society conducting it: —

- (1) On the portion of the building or buildings for which no grant was received from the State Government or the Government of India or any local authority (or were not constructed from any earmarked donations) —
- (i) the actual rates and municipal taxes, if any, paid;
- (ii) the actual contribution towards the institutions Depreciation Fund, subject to a maximum of 2 per cent of the actual cost of construction or market value whichever is higher, of that portion of the building;
- (iii) actual contribution to the Maintenance and Repairs Fund subject to a maximum of 1 per cent of the actual cost of construction of the building.

N.B. — (1) The accounts of (i) the Depreciation Fund and (ii) Maintenance and Repairs Fund, should be maintained separately and no amount therefrom should be withdrawn either in whole or in part for purposes other than (i) construction or major repairs and (ii) maintenance and repairs respectively, to the building.

(2) The actual cost of construction or market value of the Building should be taken as that certified reasonable by the Executive Engineer.

(3) In no case the Maintenance and Repairs Fund be allowed to accumulate to the extent of more than 5 per cent of the cost of constructions.

(iv) The actual expenditure on payment of interest on loans taken either by the college or the society conducting the college for the construction of buildings other than those, if any, taken from the funds of the society conducting the college, the State Government, the Government of India or any local authority at a rate not exceeding the rate fixed by the State Government for «Building advance» from time to time.

- (2) On the portion of the building for which building grant was paid by the State Government or the Government of India or any local authority (or constructed out of Public earmarked donations).

Actual rates and municipal taxes paid.

- N. B. The word building/s signifies the college building/s proper, including laboratory and library and excluding gymkhana, hostel and all other residential quarters.
- 8. Rent charged on account of residential quarters of the Principal as well as inferior servants.
  - 9. Library books and journals subscribed for from the college funds.
  - 10. Current laboratory expenses.
  - 11. Current repairs to the furniture and roads.
  - 12. Miscellaneous current expenditure on the College garden, botanical garden, telephone, electric lights, printing, stationery, postage, etc. excluding that on college Gymkhana

and Reading Room for which separate fees are charged. The contribution made by the college to the Gymkhana will, however, be admitted.

13. Expenditure on merit scholarships paid from the college funds.

14. Expenditure incurred by the college on necessary educational tours and conferences.

15. The pay and House allowance of hostel Superintendents.

16. Extra-curricular activities.

17. Miscellaneous expenditure of an essential type.

18. Cost of replacement of existing equipment or purchase of new equipment.

19. Insurance on College buildings (including Laboratory and Library and excluding hostel, Gymkhana, and other residential quarters) if charged separately and not included in rent (certified as reasonable by the Executive Engineer) or in any other charges.

#### APPENDIX 16

Items of receipts which are considered as part of the «Direct» receipts for purpose of grants

(See Chapter V, Rule 176)

1. Recurring grants from the State Government.
2. Other recurring grants from the Union Govt., other State Governments, Zilla Parishads, Municipalities, etc.
3. Fees and fines:
  - (a) Tuition Fees.
  - (b) Tutorial Fees.

- (c) Laboratory Fees.
- (d) Library Fees.
- (e) Admission Fees.
- (f) College Examination fees.
- (g) Transference certificate fees.
- (h) Fees from ex-students.
- (i) Any other fees, for the college proper.
- (j) Fines, including amounts recovered for laboratory breakages and loss of library books.

4. Subscriptions, Donations and contributions for the maintenance of the college: —

- (a) from members of the staff.
- (b) from Management excepting that paid towards making up the deficit.
- (c) from others.

5. Income from Endowment funds for the maintenance of the college.

6. Other miscellaneous receipts for the maintenance of the college.

- (a) Any charges collected from the students for specific services (e. g. cycle stand charges, etc.).
- (b) Rent recovered in respect of any of the College buildings proper (excluding Hostel, gymkhana and residential quarters).
- (c) Fees for extra curricular activities (e. g. Annual Social Gathering, college Societies, Excursions and Tours, etc.
- (d) Any other miscellaneous receipts for the maintenance of the college.